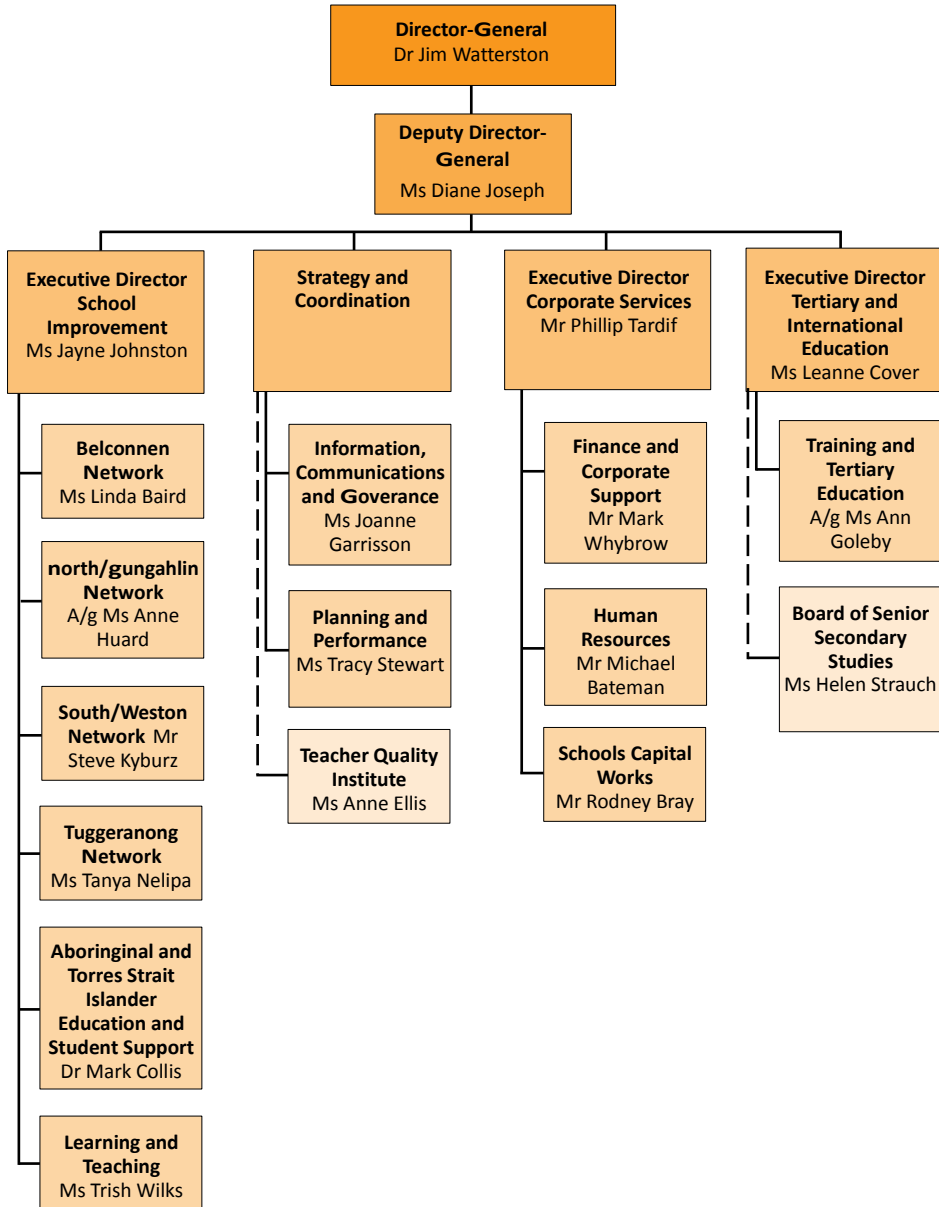


# C5 Internal accountability

## Organisational structure

The Directorate continued to consolidate its executive structure during 2010-11.

Figure C5.1: The Directorate structure at 30 June 2011



Source: Human Resources Branch

Notes: The Teacher Quality Institute and the Board of Senior Secondary Studies are statutory authorities resourced by the Directorate.

## **Senior executives**

### **Director-General**

#### **Dr Jim Watterston**

The Director-General is responsible for the efficient administration of the Directorate and its corporate and strategic directions. The Director-General is responsible for implementing Australian and ACT Government commitments relating to education and training in the ACT.

### **Deputy Director-General**

#### **Ms Diane Joseph**

The Deputy Director-General, together with the Director-General, is responsible for the implementation of government commitments to education and training. The Deputy Director-General oversees key strategic planning and coordination activities across the Directorate, manages the Directorate's involvement in a range of national and whole of government initiatives, and responds to issues at ministerial, intergovernmental and key stakeholder levels.

### **Executive Director, School Improvement**

#### **Ms Jayne Johnston**

The Executive Director, School Improvement has responsibility for providing strategic educational leadership and management of ACT public schools and colleges and the delivery of educational support services in these schools. These include school improvement initiatives, school policy, student welfare, Aboriginal and Torres Strait Islander education programs, early childhood education and special education programs.

### **Executive Director, Corporate Services**

#### **Mr Phillip Tardif**

The Executive Director, Corporate Services has responsibility for the planning and coordination of the human, financial and physical resources of the Directorate. Mr Tardif has responsibility for the Finance and Corporate Support, Schools Capital Works, and Human Resources branches.

### **Executive Director, Tertiary and International Education**

#### **Ms Leanne Cover**

The Executive Director, Tertiary and International Education has responsibility for implementing the ACT commitments arising from the local and national agenda for tertiary education. This includes line responsibility for the Training and Tertiary Education Branch, International Education Unit and the Board of Senior Secondary Studies.

## Directorate committees

The Directorate committee structure is designed to improve the effectiveness of decision-making and to ensure that decisions align with delegations and accountability and deliver on the commitments of the Strategic Plan. Individual committee performance and terms of reference are reviewed annually and reported to the Senior Executive Team. The committees and their membership at 30 June 2011 are discussed below.

### Senior Executive Team

The Senior Executive Team is the peak decision-making body of the Directorate and is responsible for significant operational, policy and resourcing decisions and approvals. The Senior Executive Team sets and reviews the strategic direction of the Directorate and monitors performance in key areas, including educational and financial performance. It is also responsible for ensuring compliance with laws, regulations, accounting standards and Directorate policies.

**Table C5.1: Senior Executive Team at 30 June 2011**

name	Position
Dr Jim Watterston	Director-General (chair)
Ms Diane Joseph	Deputy Director-General
Ms Jayne Johnston	Executive Director, School Improvement
Mr Phillip Tardif	Executive Director, Corporate Services
Ms Leanne Cover	Executive Director, Tertiary and International Education

Source: Planning and Performance Branch

### Corporate Executive

Corporate Executive assists the the Senior Executive Team to determine priorities and provide advice in relation to strategic, policy and management issues affecting the work of the Directorate. Corporate Executive receives and considers reports from the Directorate's committees and reviews and advises on any issues referred to it by the Director-General. It may establish working groups to undertake specific tasks. Outcomes from Corporate Executive meetings are communicated to staff and other committees as appropriate.

**Table C5.2: Corporate Executive at 30 June 2011**

Member	Position
Dr Jim Watterston	Director-General (chair)
Ms Diane Joseph	Deputy Director-General
Ms Jayne Johnston	Executive Director, School Improvement
Mr Phillip Tardif	Executive Director, Corporate Services
Ms Leanne Cover	Executive Director, Tertiary and International Education
Ms Trish Wilks	Director, Learning and Teaching
Mr Mark Whybrow	Director, Finance and Corporate Support
Ms Joanne Garrison	Director, Information, Communications and Governance
Mr Michael Bateman	Director, Human Resources
Ms Tracy Stewart	Director, Planning and Performance
Mr Rodney Bray	Director, Schools Capital Works
Dr Mark Collis	Director, Aboriginal and Torres Strait Islander Education and Student Support
Ms Ann Goleby	A/g Director, Training and Tertiary Education
Ms Anne Huard	A/g School Network Leader, North/Gungahlin
Ms Linda Baird	School Network Leader, Belconnen
Mr Steve Kyburz	School Network Leader, South/Weston
Ms Tanya Nelipa	School Network Leader, Tuggeranong

Source: Planning and Performance Branch

### **School Network Reference Group**

The School Network Reference Group is a communication and consultation group representing all principals. It considers key strategic, policy and operational matters and provides advice to the Corporate Executive and Senior Executive Team. It raises policy and operational issues impacting on effectiveness and improvement from a school perspective. Membership includes two principals nominated by each network and appointed by the Executive Director, School Improvement for a period of 12 months.

**Table C5.3: School Network Reference Group at 30 June 2011**

Member	Position
Ms Jayne Johnston	Executive Director, School Improvement (chair)
Ms Linda Baird	School Network Leader, Belconnen
Ms Anne Huard	A/g School Network Leader, North/Gungahlin
Ms Tanya Nelipa	School Network Leader, Tuggeranong
Mr Steve Kyburz	School Network Leader, South/Weston
Ms Robyn McLean	Principal, Narrabundah Early Childhood School
Ms Lindy Beeley	Principal, Florey Primary School
Ms Wendy Cave	Principal, Macquarie Primary School
Ms Sue Jose	Principal, Gold Creek School
Mr Ian Copland	Principal, Woden School
Ms Leanne Wright	Principal, Ngunnawal Primary School
Ms Pam Rosser	Principal, Namadgi School
Ms Julie Murkins	Principal, Birrigai Outdoor School
Ms Karin Wetselaar	Principal, Cranleigh School
Mr Steve Gneil	Principal, Macgregor Primary School

Source: Planning and Performance Branch

## Information and Communication Technology Committee

The Information and Communication Technology (ICT) Committee assists the Director-General in relation to ICT policies, programs and strategies. It provides advice about the implementation of ICT policies, programs, strategies and initiatives and standards regarding equipment, software and technical performance. The committee makes recommendations to Corporate Executive about ICT strategic directions, policies and proposals for system-wide ICT initiatives, and updates Corporate Executive and staff on significant matters, programs and initiatives.

**Table C5.4: Information and Communication Committee at 30 June 2011**

Member	Position
Ms Diane Joseph	Deputy Director-General (chair)
Ms Joanne Garrison	Director, Information, Communications and Governance
Ms Lorraine Nicol	Director, Education ICT
Ms Sushila Sharma	Senior Manager, Finance and Corporate Support
Ms Trish Wilks	Director, Teaching and Learning
Ms Leanne Cover	Executive Director, Tertiary and International Education
Mr Paul van Campenhout	Assistant Manager, Learning Technologies

Source: Planning and Performance Branch

## School Planning Committee

The School Planning Committee provides advice about priority enrolment areas and makes recommendations to Corporate Executive about strategic directions, policies and proposals for system-wide planning initiatives. The committee briefs Corporate Executive and staff on significant matters, programs and initiatives, follows up on trends and issues that arise from school audits, external validation, reviews and reports. The committee also investigates, reviews and advises on any issues referred to it by the Director-General or Corporate Executive.

**Table C5.5: School Planning Committee at 30 June 2011**

Member	Position
Ms Diane Joseph	Deputy Director-General (chair)
Mr Phillip Tardif	Executive Director, Corporate Services
Ms Jayne Johnston	Executive Director, School Improvement
Ms Tracy Stewart	Director, Planning and Performance
Mr Rodney Bray	Director, Schools Capitals Works
Mr Mark Whybrow	Director, Finance and Corporate Support
Ms Linda Baird	School Network Leader, Belconnen
Ms Anne Huard	A/g School Network Leader, North/Gungahlin
Mr Steve Kyburz	School Network Leader, South/Weston
Ms Tanya Nelipa	School Network Leader, Tuggeranong

Source: Planning and Performance Branch

## Security and Emergency Management Committee

The Security and Emergency Management Committee provides advice to the Director-General about significant security proposals, directions, policies and training. It acts as the Directorate's decision-making and coordinating body in the event of a Territory-wide emergency.

**Table C5.6: Security and Emergency Management Committee at 30 June 2011**

Member	Position
Mr Phillip Tardif	Executive Director, Corporate Services (chair)
Ms Jayne Johnston	Executive Director, School Improvement
Mr Michael Bateman	Director, Human Resources
Mr Rodney Bray	Director, Schools Capital Works
Mr Mark Whybrow	Director, Finance and Corporate Support
Ms Anne Huard	A/g School Network Leader, North/Gungahlin
Ms Joanne Garrisson	Director, Information, Communications and Governance
Ms Wendy English	Manager, Corporate Support
Ms Megan Young	Manager, Risk Management and Audit

Source: Planning and Performance Branch

## Establishment Committee

The Establishment Committee assists the Director-General in relation to staffing policies, programs and strategies. It follows up on staffing trends and issues arising from school audits, external validation, reviews and reports, considers all proposals to fill existing positions in Central Office or create new positions, and investigates, reviews and advises on any issues referred to it by the Director-General or Corporate Executive.

**Table C5.7: Establishment Committee at 30 June 2011**

Member	Position
Ms Diane Joseph	Deputy Director-General
Mr Phillip Tardif	Executive Director, Corporate Services (chair)
Ms Jayne Johnston	Executive Director, School Improvement
Ms Leanne Cover	Executive Director, Tertiary and International Education
Mr Michael Bateman	Director, Human Resources
Mr Mark Whybrow	Director, Finance and Corporate Support

Source: Planning and Performance Branch

## Audit Committee

The Audit Committee monitors and reviews Directorate adherence to relevant legislative requirements and its approach to business ethics and corporate conduct. The Audit Committee is responsible for overseeing the risk management and audit functions. It also reviews the annual financial statements. The committee provides advice to the Director-General about significant risks, audit outcomes and implementation of mitigation strategies.

**Table C5.8: Audit Committee at 30 June 2011**

Member	Position
Ms Jenny Morison	Chairperson
Ms Diane Fielding	External member
Ms Diane Joseph	Deputy Director-General
Mr Phillip Tardif	Executive Director, Corporate Services
Ms Jayne Johnston	Executive Director, School Improvement
Ms Leanne Cover	Executive Director, Tertiary and International Education

Source: Planning and Performance Branch

## Remuneration for senior executives

Section 10 of the *Remuneration Tribunal Act 1995* requires its administrative body (the Tribunal) to inquire into and determine the remuneration, allowances and other entitlements of the Director-General and those persons who are executives within the meaning of the *Public Sector Management Act 1994*.

The Tribunal, in a determination made in June 2010, decided to increase the remuneration for Director-Generals and executives by 3.25 percent with effect from 1 July 2010.

## Corporate and operational plans

### Strategic plan

The Directorate's Strategic Plan provides the organisational context to facilitate the delivery of a sustainable world-class education and training system that is responsive to changing needs of the ACT community.

The Directorate's *Strategic Plan 2010-2013: Everyone matters* is in its second year of implementation. The plan has at its core the aim of ensuring all young people in the ACT learn, thrive and are equipped with the skills to lead fulfilling, productive and responsible lives.



To achieve the Directorate's vision and purpose, the Strategic Plan identifies priorities and performance measures in four areas:

- Learning and teaching
- School environment
- Student pathways and transitions
- Leadership and corporate development.

The priority areas link the Directorate's legislative objectives to its strategic outcomes and focus resources on achieving operational commitments. An overview of the Directorate's achievements against its strategic objectives is provided in **Section A2**.

The *Aboriginal and Torres Strait Islander Education Matters: Strategic Plan 2010-2013* was developed during the reporting period to provide clear direction for closing the learning achievement gap between Aboriginal and Torres Strait Islander students and other students.

The *Excellence in Disability Education in ACT Public Schools: Strategic Plan 2010-2013* was developed to ensure that schools are safe and inclusive. The plan describes the priorities to improve the learning outcomes of students with a disability.

The *School Improvement in ACT Public Schools: Directions 2010-2013* is linked to the Strategic Plan and provides an integrated and systematic approach to school improvement based on the principle that the core work of all school leaders is to improve student learning outcomes.

Reporting on strategic goals and outcomes is primarily done through the Directorate's annual report. In June 2011, the Institute of Public Administration Australia, ACT Division, in recognition of the quality of reporting, presented the Directorate with Bronze and Highly Commended Awards for hard copy and online versions of the 2009-10 Annual Report, respectively.

## **Operational plan**

The Operational Plan supports the strategic plan and provides detail on how the Directorate plans to achieve the strategic goals and priorities by listing key activities for each year. The Operational Plan also links performance measures from the strategic plan. Progress towards the achievement of key activities listed in the Operational Plan is reported on regularly to senior executive.

## **Business planning**

Supporting the Strategic Plan and Operational Plan are specific school and branch plans. These plans detail the operational activities and outcomes that comprise the Directorate priorities for the year and specify performance indicators by which performance is measured. The performance of directors and principals is monitored against performance targets in these plans.

The school plan is a blueprint that outlines how the school will achieve improved levels of performance. In addition, an annual internal operating plan sets out how

the school plan will be progressed in that year. Individual school plans are available to school communities and published on school websites.

Branch business plans are internal operating plans which document the activities each branch will undertake towards achieving the annual Operational Plan and the Strategic Plan. Branches report quarterly on progress to senior executive towards achieving branch business plans.

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For more information contact:

Director

Planning and Performance

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