



APPENDICES

Appendix 1: Compliance Statement

The ACT Education Directorate Annual Report 2017-18 must comply with the *2017 Annual Report (Government Agencies) Notice 2017* (the Directions). The Directions are found at the ACT Legislation Register: www.legislation.act.gov.au.

The Compliance Statement indicates the subsections, under the five Parts of the Directions, that are applicable to the Education Directorate and the location of information that satisfies these requirements.

PART 1 DIRECTIONS OVERVIEW

The requirements under Part 1 of the Directions relate to the purpose, timing and distribution, and records keeping of annual reports. The 2017-18 Education Directorate Annual Report complies with all subsections of Part 1 under the Directions.

In compliance with section 13 Feedback, Part 1 of the Directions, contact details for the Education Directorate are provided within the 2017-18 Education Directorate Annual Report to provide readers with the opportunity to provide feedback.

PART 2 DIRECTORATE AND PUBLIC SECTOR BODY ANNUAL REPORT REQUIREMENTS

The requirements within Part 2 of the Directions are mandatory for all directorates and public sector bodies and the Education Directorate complies with all subsections. The information that satisfies the requirements of Part 2 is found in the 2017-18 Education Directorate Annual Report as follows:

- > A. Transmittal Certificate, page 5;
- > B. Organisational Overview and Performance, inclusive of all subsections, page 6; and
- > C. Financial Management Reporting, inclusive of all subsections, page 136.

PART 3 REPORTING BY EXCEPTION

The Education Directorate has nil information to report by exception under Part 3 of the Directions for the 2017-18 reporting period.

PART 4 DIRECTORATE AND PUBLIC SECTOR BODY SPECIFIC ANNUAL REPORT REQUIREMENTS

The following subsections of Part 4 of the Directions are applicable to the Education Directorate and can be found within the 2017-18 Education Directorate Annual Report:

- > F1. Investigation of Complaints, page 253; and
- > I. Ministerial and Director-General Directions, page 256.

PART 5 WHOLE OF GOVERNMENT ANNUAL REPORTING

All subsections of Part 5 of the Directions apply to the Education Directorate. Consistent with the Directions, the information satisfying these requirements is reported in the one place for all ACT Public Service directorates, as follows:

- > N. Community Engagement and Support, see the annual report of the Chief Minister, Treasury and Economic Development Directorate;
- > O. Justice and Community Safety, including all subsections O.1 – O.4, see the annual report of the Justice and Community Safety Directorate;
- > P. Public Sector Standard and Workforce Profile, including all subsections P.1 – P.3, see the annual State of the Service Report; and
- > Q. Territory Records, see the annual report of the Chief Minister, Treasury and Economic Development Directorate.

ACT Public Service Directorate annual reports are found at the following web address:

http://www.cmd.act.gov.au/open_government/report/annual_reports

As required by Australian Auditing Standards, the ACT Audit Office checks financial statements included in annual reports (and information accompanying financial statements) for consistency with previously audited financial statements. This includes checking the consistency of statements of performance with those statements previously reviewed (where a statement of performance is required by legislation).

Appendix 2: List of Tables

		Page #
B5.1	Audit Committee membership and meetings in 2017-18	108
B7.1	Reduce the incidence rate of claims resulting in one or more weeks off work by at least 30 percent	117
B7.2	Reduce the incidence rate of claims for musculoskeletal disorders by at least 30 percent	118
B8.1	ARIns, SEAs, AWAs classifications and remuneration of officers	121
B8.2	FTE and headcount by gender	123
B8.3	Headcount by classification and gender	123
B8.4	Headcount by employment category and gender	124
B8.5	FTE and headcount by division/branch	124
B8.6	Headcount by age group and gender	126
B8.7	Average years of service by gender	125
B8.8	Headcount by diversity group	125
B8.9	Recruitment and separation rates by classification group	125
B9.1	School-based sustainable development performance 2016-17 and 2017-18	126
B9.2	Education Support Office-based sustainable development performance 2016-17 and 2017-18	132
C1.1	Net cost of services	138
C1.2	Line item explanation of significant variances from the amended budget - Controlled operating statement	141
C1.3	Line item explanation of significant variances from the amended budget - Controlled balance sheet	144
C3.1	Capital works management 2017-18	221
C3.2	End of financial year reconciliation schedule 2017-18	222
C4.1	Assets and their values at 30 June 2018	225
C4.2	Assets added to the Asset Register in 2017-18	225
C4.3	Education Support Office sites, staff numbers (headcount) and space occupied as at 30 June 2018	227
C5.1	Education Directorate contracts executed in 2017-18 with an estimated total value of \$25,000 or more	228
C5.2	Activities executed in 2016-17 Financial Year and notified to the Contracts Register in 2017-18 Financial Year	240
Annex Reports		
TABLE 1	TQI Board members and meeting attendance 2017-18	264
BSSS.1	Board membership as at 1 July 2017	318
BSSS.2	Board membership as at 30 June 2018	319
BSSS.3	Board Standing Committees and their roles	320
BSSS.4	Board Sub-Committees that operated in 2017	320

BSSS.5	Board Sub-Committees that operated in 2018	321
BSSS.6	Accreditation Panels in 2017-18	323
BSSS.7	H courses studied by graduating students in 2017	326
BSSS.8	Selected courses on Senior Secondary Certificates and Tertiary Entrance Statements, 2016 and 2017	329

Appendix 3: List of Figures

		Page
B1.1	Number of enrolments of Aboriginal and Torres Strait Islander children in preschool in public schools, 2013 to 2017	30
B1.2	Number of Aboriginal and Torres Strait Islander staff, 2014 to 2018	36
B1.3	Mean achievement score of Year 5 Aboriginal and Torres Strait Islander public school students in reading in NAPLAN, 2013 to 2017	37
B1.4	Mean achievement score of Year 5 Aboriginal and Torres Strait Islander public school students in numeracy in NAPLAN, 2013 to 2017	37
B1.5	Mean achievement score of Year 9 Aboriginal and Torres Strait Islander public school students in reading in NAPLAN, 2013 to 2017	38
B1.6	Mean achievement score of Year 9 Aboriginal and Torres Strait Islander public school students in numeracy in NAPLAN, 2013 to 2017	38
B1.7	Percentage of Year 10 Aboriginal and Torres Strait Islander students who proceed to public secondary college education, 2013-14 to 2017-18	39
B1.8	Percentage of Aboriginal and Torres Strait Islander students who received a nationally recognised vocational qualification, 2013 to 2017	40
B1.9	Percentage of Aboriginal and Torres Strait Islander public school students a Senior Secondary Certificate, 2013 to 2017	40
B1.10	Percentage of Year 12 Aboriginal and Torres Strait Islander students who received a Tertiary Entrance Statement, 2013 to 2017	41
B2.1	Mean achievement score of all Year 5 public school students in reading in NAPLAN, 2013 to 2017	48
B2.2	Mean achievement score of all Year 5 public school students in numeracy in NAPLAN, 2013 to 2017	48
B2.3	Mean achievement score of all Year 9 public school students in reading in NAPLAN, 2013 to 2017	49
B2.4	Mean achievement score of all Year 9 public school students in numeracy in NAPLAN, 2013 to 2017	49
B2.5	Mean achievement score of ACT and Australian Year 6 students in NAP CC, 2004 to 2016	50
B2.6	Mean achievement score of ACT and Australian Year 10 students in NAP CC, 2004 to 2016	50
B2.7	Percentage of Year 10 students who proceed to public secondary college education, 2013-14 to 2017-18	51
B2.8	Percentage of Year 12 public school students who received an ACT Senior Secondary Certificate, 2013 to 2017	56
B2.9	Percentage of Year 12 public school students who received a nationally recognised vocational qualification, 2013 to 2017	52
B2.10	Percentage of Year 12 public school B21students who received a Tertiary Entrance Statement, 2013 to 2017	52
B2.11	Percentage of ACT public school Year 12 graduates studying or employed six months after completing Year 12, 2013 to 2017	53
B2.12	Attendance rate of public school students Years 1 to 10, 2013 to 2017	54
B2.13	Real retention rates in public schools from preschool to kindergarten, Year 6 to Year 7 and Year 7 to Year 12, 2014 to 2018	55

		Page
B2.14	Proportion of student enrolments (P-12) between 2014 to 2018	56
B2.15	Number of enrolments in preschool in public schools, 2013 to 2017	56
B2.16	Comparison of ACT and interstate enrolments in ACT public schools, 2014 to 2018	57
B2.17	Percentage of ACT public school students with Individual Learning Plans in specialist and mainstream schools who access disability education services, 2014 to 2018	62
B2.18	Percentage of overall student satisfaction with education in ACT public schools between 2013 to 2017	89
B2.19	Overall satisfaction of Parents and Carers with the education provided at ACT public schools, 2013 to 2017	89
B2.20	Education and care sector services awarded a quality rating as at 30 June 2018	92
B2.21	Full fee paying and fee-exempt international students in public schools, 2012 to 2017	96
B2.22	School portfolio carbon emissions (tonnes), 2012-13 to 2016-17+B13	98
B2.23	Number of new FOI Requests 2012-13 to 2017-18	99
C1.1	Components of Revenue 2017-18	139
C1.2	Components of Expenditure 2017-18	140
C1.3	Total assets at 30 June 2018	142
C1.4	Total liabilities at 30 June 2018	143
C1.5	Sources of Territorial revenue	145
Annexed Reports		
BSSS.1	Percentage of ACT Senior Secondary Certificate Receivers who achieved a Tertiary Entrance Statement, 2002-2017	327
BSSS.2	Range of ATARS across ACT colleges, 2017	328
BSSS.3	Number of students receiving vocational certificates by college and year level, 2017	330

Appendix 4: Abbreviations and Acronyms

AASB	Australian Accounting Standards Board
ACACA	Australasian Curriculum, Assessment and Certification Authorities
ACARA	Australian Curriculum, Assessment and Reporting Authority
ACC	Assessment and Certification Committee
ACER	Australian Council for Educational Research
ACSF	Australian Core Skills Framework
ACT	Australian Capital Territory
ACTPS	ACT Public Service
AEDC	Australian Early Development Census
AEU	Australian Education Union
AITSL	Australian Institute for Teaching and School Leadership
ANU	Australian National University
AO	Officer of the Order of Australia
Apps	Applications (as in Google Apps)
ARIns	Attraction Retention Incentives
ATAR	Australian Tertiary Admissions Rank
ATO	Australian Taxation Office
AWA	Australian Workplace Agreement
BMS	Building Management System
BSSS	Board of Senior Secondary Studies
CECA	Children's Education and Care Assurance
CIT	Canberra Institute of Technology
CMTEDD	Chief Minister, Treasury and Economic Development Directorate
CO ₂	Carbon Dioxide
COAG	Council of Australian Governments
COPE	Commonwealth Own Purpose Payments
CRM	Customer Relationship Management
CSC	Commonwealth Superannuation Corporation
CSD	Community Services Directorate
CSS	Commonwealth Superannuation Scheme
CUP	Capital Upgrade Programmed Works

DCM	Design Construct Maintain
EA	Enterprise Agreement
EAL/D	English as an Additional Language or Dialect
EAP	Employee Assistance Program
ESL	English as a Second Language
ESO	Education Support Office
FACE	Fellow of the Australian College of Educators
FACEL	Fellow of the Australian College of Educational Leaders
FIFA	Fédération Internationale de Football Association
FiT	Feed in Tariff
FMA	Financial Management Act
FOI	Freedom of information
FOE	Future of Education
FTE	Full-time equivalent
GFA	Gross Floor Area
GHG	Greenhouse gas
GPO	Government Payments for Outputs
GPRS	General Packet Radio Service
GST	Goods and Services Tax
HAAS	Health Access At School Program
HALT	Highly Accomplished and Lead Teacher
HMSMP	Hazardous Materials Survey Management Plans
HSR	Health and Safety Representative
HSW	Health, Safety and Wellbeing Team
HVAC	Heating, Ventilation and Cooling
ICT	Information and communication technology
ILP	Individual Learning Plan
ITE	Initial Teacher Education
ITI	Interstate Transfer Index
K-10	Kindergarten to year 10
KMP	Key Management Personnel
kW	kilowatt
kWh	kilowatt hour
LED	Light-emitting diode

Maze	School Administration System
MLA	Member for the Legislative Assembly
MJ	Megajoules
MOU	Memorandum of Understanding
MSD	Musculoskeletal Disorders
MWh	Megawatt hour
N/A	Not applicable
NAPLAN	National Assessment Program - Literacy and Numeracy
NAP-CC	National Assessment Program – Civics and Citizenship
NDIA	National Disability Insurance Agency
NDIS	National Disability Insurance Scheme
NERA	National Education Reform Agreement
NMS	National Minimum Standard
N.P.	Not for publication
NPUAECE	National Partnership for Universal Access to Early Childhood Education
NQF	National Quality Framework
NQS	National Quality Standard
NSET	Network Student Engagement Team
OAM	Medal of the Order of Australia
OBSSS	Office of the Board of of Senior Secondary Studies
OLNA	Online Literacy and Numeracy Assessment
P-6, P-10	Preschool to year 6, Preschool to year 10
PANLs	Principals as Numeracy Leaders
PAP	Principal's Authorised Person
PCIS	Personal Care in School
PL	Professional Learning
PIPS	Performance Indicators in Primary Schools
PSM	Public Sector Management/Public Service Medal
PSSAP	Public Sector Superannuation Accumulation Plan (Public Sector Superannuation Scheme)
RAP	Reconciliation Action Plan
RCS	Reportable Conduct Scheme
RED	Respect, Equity and Diversity
REOI	Request for Expression of Interest
RiskMan	ACT Public Sector Work Injury Reporting online reporting system

RMP	Resource Management Plan
RoGS	Report on Government Services
RTO	Registered training organisation
R-Units	Registered Units
SAMP	Strategic Asset Management Plan
SAS	School Administration System
SCSA	West Australian School Curriculum and Standards Authority
SDT	School Data Tool
SEAs	Special Employment Arrangements
SERBIR	Senior Executives Responsible for Business Integrity Risk
SET	Senior Executive Team
SFI	Student Family education and occupation Index
SLC	Executive Teacher (School Leader C)
SNT	Special Needs Transport
SOA	Schools Operational Allocation
SRA	Student Resource Allocation
SS	Shared Services
STEM	Science, Technology, Engineering and Mathematics
TCCS	Transport Canberra and City Services Directorate
tCO ₂ -e	Tonnes of carbon dioxide emissions
TEMAG	Teacher Education Ministerial Advisory Group
TES	Tertiary Entrance Statement
TQI	Teacher Quality Institute
UC	University of Canberra
VET	Vocational Education and Training
VOIP	Voice Over Internet Protocol
WCAG	Web Content Accessibility Guidelines
WCU	Worker Consultation Units
WhoG	Whole of Government
WHS	Work Health and Safety
WwVP	Working with Vulnerable People

Appendix 5: Index

	Page
A	
Aboriginal and Torres Strait Islander	13, 17, 21, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 43, 44, 60, 74, 77, 86, 87, 96, 105, 122, 123, 266, 272, 340
Australian Curriculum, Assessment and Reporting Authority (ACARA)	37, 38, 48, 49, 50, 102, 324, 342
Accountability	13, 15, 16, 20, 43, 101, 103, 319
Accreditation	98, 131, 237, 267, 269, 270, 271, 272, 274, 275, 308, 317, 321, 324, 325, 339
Air Conditioning	129, 130, 221
ACT Board of Senior Secondary Studies (BSSS)	9, 54, 98, 295, 317, 318, 319, 320, 321, 322, 324, 325, 327, 328, 329, 330, 331, 339, 341, 342, 344
ACT Principals Association	9
ACT Senior Secondary Certificate	40, 51, 52, 54, 317, 326, 327, 328, 330, 331, 340, 341
ACT Teacher Quality Institute (TQI)	9, 19, 24, 31, 72, 76, 121, 131, 258, 259, 261, 262, 263, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 283, 325, 338, 345
Actsmart	131, 134
Apprentice/ship	39, 124, 126, 330
Attendance	20, 55, 64, 89, 105, 110, 265, 338, 340
Audit	16, 18, 19, 22, 59, 69, 79, 92, 93, 94, 95, 101, 102, 104, 107, 108, 110, 111, 112, 114, 130, 131, 134,

137, 139, 231, 232, 238, 254, 263, 275, 324, 332,
337, 338

Auditor-General	101, 102, 104
-----------------	---------------

Australian Professional Standard for Principals	120
---	-----

Australian Professional Standards for Teachers	120, 261, 262, 263, 267, 268, 271, 274
--	--

Award	31, 52, 74, 76, 77, 78, 92, 93, 131, 317, 331, 341
-------	--

B

Business Innovation	8, 18, 22, 24, 42, 137
---------------------	------------------------

C

Capital Upgrades	14, 132, 220, 221, 227
------------------	------------------------

Carbon	99, 127, 131, 132, 225, 341, 342, 345
--------	---------------------------------------

Catholic Education Office	9, 265, 321, 322, 323
---------------------------	-----------------------

Children’s Education and Care Assurance (CECA)	14, 22, 85, 86, 94, 95, 254, 341
--	----------------------------------

Code of Conduct	321
-----------------	-----

Cyber	83
-------	----

Committee	15, 16, 17, 18, 77, 78, 104, 105, 106, 108, 110, 112, 117, 265, 271, 272, 273, 274, 275, 290, 321, 322, 323, 325, 326, 332, 338, 339, 342
-----------	---

Complaint	14, 253, 254, 336
-----------	-------------------

Compliance	8, 15, 16, 22, 79, 93, 94, 95, 98, 101, 108, 110, 111, 113, 117, 221, 222, 225, 229, 254, 259, 336
------------	---

Contract	77, 117, 138, 227, 229, 231, 237, 238, 240, 241, 279, 332, 338
Critical Incident	109
Cultural Integrity	7, 14, 17, 21, 23, 27, 28, 29, 31, 32, 33, 34, 60, 77, 86, 87, 301
D	
Devices	7, 20, 67, 68, 70, 130
Digital	13, 14, 20, 64, 66, 67, 68, 73, 76, 84, 232, 273, 279, 290, 291, 303, 312, 318
Disability	15, 21, 60, 61, 62, 63, 76, 86, 88, 122, 126, 139, 222, 231, 295, 341, 343
E	
Early Childhood	7, 8, 9, 13, 14, 15, 17, 19, 21, 22, 23, 24, 25, 30, 44, 45, 46, 57, 61, 69, 74, 79, 80, 81, 83, 85, 87, 91, 93, 94, 95, 96, 113, 117, 119, 129, 137, 234, 235, 254, 292, 305, 308, 311, 330, 344
Early Years Learning Framework	43, 44
Early intervention	62, 90, 91, 118
Education Act	13, 15, 18, 19, 79, 256
Education and Care Services National Law (National Law)	19, 79, 92, 93, 94, 95, 254
Emergency Management	16, 109, 138
Employee Assistance Program	117
Energy	69, 99, 127, 128, 129, 130, 131, 132, 133, 134, 221, 225, 238, 290, 315

Enrolment	23, 24, 28, 30, 51, 52, 56, 57, 58, 64, 123, 139, 140, 141, 142, 220, 254, 340, 341
Enterprise Agreement	17, 71, 120, 122, 123, 140, 141, 142, 343
Executive Teacher	59, 78, 121, 295, 345
F	
Facebook	267
Families	8, 9, 18, 21, 24, 25, 27, 31, 33, 34, 42, 44, 47, 60, 70, 80, 81, 82, 83, 84, 85, 86, 87, 89, 91, 92, 117, 130, 137, 138, 253, 286
Fraud	101, 108, 112, 113, 275, 332
Freedom of Information	100, 343
Future of Education	7, 13, 18, 21, 24, 27, 36, 47, 60, 78, 80, 81, 82, 83, 88, 138, 273, 274, 343
G	
Google Apps	64, 342
Google Summit	20, 76
Greenhouse Gas Emissions	128, 133, 135
H	
High Expectations	7, 8, 18, 21, 24, 42, 80, 137
Higher Education	9, 324
Home Education	13, 14, 22, 98, 106, 137
Human Resources	72, 79, 120, 276, 332

I

Inclusion	7, 15, 31, 63, 69, 70, 75, 76, 77, 85, 131, 134, 254, 285, 286, 299, 305
-----------	--

Initial Teacher Education	262, 263, 266, 269, 270, 273, 274, 275, 276, 343
---------------------------	--

Injury	17, 115, 117, 118, 344
--------	------------------------

International Education	75, 97
-------------------------	--------

Interstate Students	58
---------------------	----

K

Koori Preschool	30, 31, 34, 288
-----------------	-----------------

L

Learning Environment	8, 22, 23, 24, 25, 28, 65, 80, 88, 131, 222, 225
----------------------	--

Learning Needs	8, 27, 75, 121, 122, 137
----------------	--------------------------

Legislation	13, 19, 110, 116, 259, 267, 268, 336, 337
-------------	---

M

Memorandum of Understanding (MOU)	321, 344
-----------------------------------	----------

Mentor	7, 27, 36, 71, 78, 79, 114, 267, 288, 293, 301
--------	--

Minister for Education and Early Childhood Development	13, 15, 19
--	------------

Mura Achievement Awards	31
-------------------------	----

N

National Assessment Program	13, 21, 22, 36, 37, 38, 47, 48, 49, 50, 344
National Disability Insurance	21, 62, 86, 344
National Partnership Agreement	96
National Quality Framework	44, 78, 84, 92, 93, 254, 344
New Schools	14, 101, 129, 219, 225
Non-government Schools	9, 13, 14, 22, 56, 98, 137, 146, 147
O	
Occupational Violence	17, 114, 115, 116, 118, 138
Office Accommodation	227
Organisational Structure	12, 262
P	
Principals as Numeracy Leaders	7, 20, 73, 230, 231, 232, 287, 343
Procurement	104, 229, 241, 279
Psychologist	21, 61, 90, 91, 241
Public Interest Disclosure	112, 283
Q	
Quality Learning	8, 18, 20, 23, 42, 47, 137, 225

R

Reconciliation	17, 31, 33, 34, 87, 223, 224, 266, 284, 338, 344
Reform Program Board	16, 137
Registered Training Organisations	39, 242, 330
Respect, Equity and Diversity	17, 344
Respectful Relationships	83, 287
Risk Management/Risk Assessment	16, 19, 92, 93, 94, 110, 112, 114, 115, 116, 117, 118, 137, 254, 275, 331
Road safety	70

S

Satisfaction	23, 89, 90, 341
Scholarship	20, 31, 78, 79
School Administration System	22, 24, 64, 83, 84, 97, 101, 111, 239, 288, 344, 345
School Boards	9, 106
School Education Advisory Committee	18
School Environment	20, 27, 62, 76, 83, 83, 115, 227, 311
School Reviews	20, 43, 238
Schools for All	88, 115, 131
Scrutiny	101, 332

Security	16, 105, 138, 220, 221, 222, 225, 236, 240
Senior Secondary Certificate	21, 40, 51, 52, 54, 317, 326, 327, 328, 329, 330, 331, 339, 340, 341, 345
Standing Committees	321, 338
Strategic Plan	7, 18, 20, 21, 25, 42, 43, 77, 78, 88, 89, 102, 103, 138, 139, 237, 263, 318, 321, 325, 326
Student Aspirations Program	35
Student Resource Allocation (SRA)	13, 21, 60, 137, 345
Supporting Parents Plan	83
T	
Tertiary Entrance Statement	40, 41, 52, 53, 317, 326, 328, 330
Trainee	77, 124, 126, 330
Transition	13, 15, 21, 28, 30, 40, 45, 47, 62, 69, 80, 86, 92, 102, 121, 318
Transport	15, 21, 65, 69, 127, 128, 130, 133, 134, 220, 221, 235, 237, 345
U	
Uniform (school)	31, 85, 92, 93
V	
Values	8, 50, 83, 121, 226, 261, 338
Vision	8, 18, 42, 45, 61, 63, 76, 77, 228, 261, 296

Vocational Education and Training 8, 52, 319, 320, 321, 345

Vocational Learning Options 35, 39

Vocational Qualification 31, 40, 52, 53, 317, 319, 330, 331, 340

W

Water consumption 130, 134, 135, 221

Work Health and Safety 16, 17, 114, 115, 116, 118, 276, 332, 345

Y

Year 12 21, 40, 41, 51, 52, 53, 54, 56, 86, 97, 229, 231, 232, 233, 317, 319, 326, 330, 331, 340
