

Reducing administrative burden working group

Effective 6 November 2018

1. Purpose

At the request of the NSW Minister for Education, this working group has been convened to provide advice to the department, in the form of insights and suggestions, on areas of focus to reduce the administrative burden on schools from the experience of school based staff.

2. Role

In meeting this purpose, the role of the working group is to:

1. Provide insight and suggestions for areas of focus by the department to address unnecessary red tape and reduce administrative burden;
2. Provide additional problem-solving expertise and insights to identified areas of focus
3. Review potential solutions, provide feedback and direction; and
4. Provide advice on key issues and risks, and have input into treatments and mitigations

3. Accountability

The working group is accountable for providing accurate advice/insights into the administrative burden experienced by schools and representing a school's perspective across all topics of consultation.

These insights will be captured as recommendations to reduce to the department and will be considered in any relevant forthcoming decision process.

4. Operations

Frequency	Once per term, with 2 meetings in the inaugural term (term 4, 2018). A review will occur in April 2019.
Quorum	As working groups are advisory only, no quorum is required.
Decisions within the sessions	Every attempt shall be made to achieve consensus and where a consensus is reached these recommendations will be provided to department and/or minister.

Delegates, Acting and Relieving	Members may not send a delegate to these meetings without approval from the Chair.
Meeting documents	<p>Agenda and papers shall be dispatched by close-of-business three working days in advance of the meeting.</p> <p>Minutes UNCONFIRMED, including Action Logs, shall be dispatched by close-of-business five working days after the meeting.</p> <p>Minutes will include a high level synthesis of discussions additional to any actions or decisions made. They will not be a detailed transcript of discussions conducted on the day.</p>

5. Membership

Role	Position Title	Name
Chair	Principal, Campbelltown Performing Arts High School	Stacey Quince
Representative	Secondary Principals Council	Andrew Turvey
Representative	Primary Principals Association	Robyn Evans
Representative	School Administration Support Staff Professional Association	Tracy Tzanopolous
Representative	NSW Teachers Federation	Joan Lemaire
Representative	Public Services Association	Sandra Burgin
Representative	Aboriginal Education Consultative Group	Merv Donovan
Representative	NSW Department of Education, School Operations and Performance	Kathy Powzun
Representative	NSW Department of Education, Educational Services	Chloe Read
Representative	NSW Department of Education, Delivery Unit	Kelly Edmunds
Secretariat	NSW Department of Education, Delivery Unit	James Oliver