

Policy and Procedure Register updates – Summary of changes to Rural and Remote Education Access Program (RREAP) procedure

Reason for new/updated policy or procedure (select all that apply)

- Change to legislation/delegations
 Audit/review recommendation
 Due for review
 Change of policy/procedure requirements
 Other

In 2020, the Department of Education conducted an internal audit of RREAP. A key recommendation was to document RREAP requirements which are currently in guidelines, into the department's Policy and Procedure Register. The new procedure is designed to clearly articulate school responsibilities including undertaking consultation with P&Cs or parents of children attending the school and local community members, including Traditional Owners and other key Aboriginal and Torres Strait Islander community members, regarding how to best expend RREAP funds. The new procedure provides schools with a mechanism to clearly identify their RREAP expenditure through the use of a new OneSchool expenditure account.

Summary of changes

Key changes include:

- creation of a OneSchool expense account for the recording of all RREAP expenditure
- greater focus on consultation with parents and community members
- clarification of record-keeping responsibilities and reduced reporting requirements for School Cluster Committee host schools
- improved data integrity for Schools of Distance Education students who live in RREAP locations.

The procedure does not introduce any changes to the existing RREAP eligibility criteria.

Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*? Yes No

If yes, select the type of change (select all that apply):

- Revised responsibilities
 New/additional responsibilities
 Removed responsibilities

Previous RREAP guidelines have been incorporated into a new Departmental procedure and include a documented range of responsibilities for Principals and School Cluster Committee host school principals.

Position title	Summary of change	Page #
Principals	<ul style="list-style-type: none"> • undertake consultation with P&Cs or parents of children attending the school and local community members, including Traditional Owners and other key Aboriginal and Torres Strait Islander community members, regarding how to best expend RREAP funds • maintain clearly identifiable records of all RREAP expenses using the nominated OneSchool expense account and record all relevant approvals in line with the department's Information asset and recordkeeping procedure 	Page 2

<p>School Cluster Committee host school principals</p>	<ul style="list-style-type: none"> • maintain clearly identifiable records of all RREAP cluster expenses and relevant approvals in line with the department's Information asset and recordkeeping procedure • annual acquittal reports not required 	<p>Page 2</p>
<p>Communication and support for implementation</p>		
<p>Communication with RREAP schools regarding the new procedure will include:</p> <ul style="list-style-type: none"> • State Schools Update articles • OnePortal bulletin board • OneSchool homepage messages • Regional newsletters • Emails to School Cluster Committee host school principals <p>Support for RREAP schools will include:</p> <ul style="list-style-type: none"> • Videoconferences introducing the new procedure to principals and Business Managers • Supporting information is available on the department's RREAP webpage. • Future information sessions through the rural and remote Centres for Learning and Wellbeing for RREAP schools within their catchments • Assistance from Rural and Remote, State Schools division through RREAP@qed.qld.gov.au. 		
<p>For further assistance, please contact:</p> <ul style="list-style-type: none"> • Policy/procedure contact: Kym Turner, A/Director, Rural and Remote State Schools – Rural, Remote and International Phone: (07) 3055 2941 Email: kym.turner@qed.qld.gov.au 		