

Policy and Procedure Register updates – Summary of changes to:

Debt management procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input checked="" type="checkbox"/> Other
<p>This update is to ensure the procedure reflects advice from Crown Law about when principals can lawfully decide to exclude students from optional, extra-curricular activities on the basis of an unpaid student related debt to the school (exclude students).</p> <p>The update means that principals can only exercise their discretion to use exclude students where other debt collection processes are not reasonably available.</p>		
2. Summary of changes		
<p>The principal's responsibilities section of the procedure will state <i>"If other debt collection processes are not reasonably available, [Principals] may use discretion to exclude students from optional, non-curricular activities where a parent has an outstanding debt with the school."</i></p> <p>Step 2 of the process section will also include the following: <i>"Note: A student can only be excluded from an optional, non-curricular activity in circumstances where other debt collection processes are not reasonably available. For example, if other less drastic debt collection methods in this procedure were pursued and unsuccessful."</i></p>		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
Principals	Principals can only exercise their discretion to exclude students from optional, non-curricular activities in circumstances where other debt collection processes are not reasonably available.	2 and 3
4. Communication and support for implementation		
<p>Finance, Procurement & Facilities will collaborate with Schools and Student Support to develop appropriate messaging on the update, and distribute it to principals and schools through multiple channels and networks. This may include</p> <ul style="list-style-type: none"> • DoE news message • Bulletin board message • OneSchool message • Relevant regional staff who regularly communicate and advise schools (for example, Financial Advisory Services regional staff) • Formal communication with principal and business manager associations. • Publishing the procedure as upcoming on the policy and procedure register. 		

For further assistance, please contact:

Financial Operations

Email: debtmanagement.finance@qed.qld.gov.au