

## Policy and Procedure Register updates – Summary of:

### Foreign Arrangements – Commonwealth notifications and approvals procedure [new]

#### 1. 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

The Australian Government has introduced the Foreign Arrangements Scheme, operating under *Australia's Foreign Relations (State and Territory Arrangements) Act 2020*. The Act seeks to ensure that arrangements between state and territory governments (and their entities) and foreign governments (and their entities) do not adversely affect Australia's foreign relations or policy. The Act includes various notification and approval requirements that may apply to written arrangements entered by the department (e.g. contractual arrangements for use of Queensland curriculum materials), as well as by individual state schools (e.g. sister school agreements).

This procedure is intended to ensure the department meets the requirements of the Act, while minimising administrative burdens for operational areas of the department and state schools.

#### 2. Summary of changes

Departmental officers and school principals who seek to enter a written arrangement with a foreign government entity (including schools operated by a foreign government) are requested to provide relevant information to a nominated Divisional Contact within the department. The Divisional Contact will use this information to ensure requisite notification and/or approval processes are met, and will liaise with the departmental officer or school principal during this process. This will generally involve the entry of relevant information in the online portal maintained by the Federal Department of Foreign Affairs and Trade (DFAT), and informing the departmental officer or school principal as requisite notification and/or approval processes are completed.

#### 1. Impacts to roles and responsibilities

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

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

- Revised responsibilities    New/additional responsibilities    Removed responsibilities

Position title	Summary of change	Page #
All Deputy Directors-General	Responsible for nominating a divisional contact with appropriate skills, knowledge and capacity to meet the notification requirements of the Act.	3
Divisional contacts (nominated by their Deputy Director-General)	Responsible for making notifications through the DFAT online notification portal and communicating with schools and business areas and the Department of the Premier and Cabinet about information received through the portal	3-11
All staff	Responsible for identifying when an arrangement may fall within the scope of the Act and notifying the relevant divisional contact, then providing the divisional contact with information as requested.	3-5

## 2. Communication and support for implementation

Two information sessions have been held with divisional contacts and guidance will continue to be available on an as-needed basis from the Strategic Policy and Intergovernmental Relations (SPIR) Branch.

SPIR has communicated across the department about the requirement to comply with the Act and the development of a procedure.

Communications about the procedure are likely to be undertaken via the Director-General's all staff email, OnePortal Bulletin Board, OneSchool message, DDG State Schools update and Regional Directors' newsletter (as confirmed with SCE).

References to the procedure will be included in other relevant procedures, e.g. Guidelines for Sister School Arrangements.

The procedure includes a Content Manager reference to the list of Divisional Contacts and their contact information for business areas to use to seek guidance.

### **For further assistance, please contact:**

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