

## LEGISLATIVE OBLIGATIONS SCHEDULE

The [Legislative compliance framework](#) and [policy](#) outline the Department of Education's approach to understanding and complying with its obligations under State and federal law.

This schedule outlines legislative obligations within the scope of the [Legislative compliance framework](#) and [policy](#) that the department and its staff must comply with. These obligations are divided into two categories:

- **Compliance focus areas:** obligations of significant strategic or operational concern for the department; and
- **General obligations:** obligations where the risk or consequence of non-compliance is less significant.

### Compliance focus areas

Legislative obligations within compliance focus areas are prioritised within the department's legislative compliance approach to ensure non-compliance risks can be mitigated. These obligations are mapped to the department's four enterprise risk areas: child and student safety; workplace health and safety; security of personal and confidential information; and fraud and corruption.

The below table contains information to help staff understand their obligations and what resources are in place to support compliant behaviour. The table also outlines where staff and others should report any issues, concerns or non-compliance they identify. Reporting via these pathways does not necessarily mean that there has been any non-compliance with legislative obligations, however, it can help ensure that information is directed to the correct business area so prompt and appropriate action can be taken.

Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<b>CHILD AND STUDENT SAFETY (ER1)</b>				
<p><b>Mandatory reporting – student protection:</b></p> <p>In Queensland schools, there are mandatory student protection reporting obligations under both the <i>Child Protection Act 1999</i> and the <i>Education (General Provisions) Act 2006</i>.</p> <p><i>Child Protection Act 1999</i></p> <p>Teacher obligations: A teacher must provide a written report to Child Safety when they reasonably suspect a child has suffered, is suffering or is at risk of suffering significant harm caused by physical or sexual abuse and</p>	<p><i>Child Protection Act 1999</i> (Qld) ss 13E, 13G, 13I</p> <p><i>Child Protection Regulation 2011</i> (Qld) s 10</p> <p><i>Education (General Provisions) Act</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Student protection procedure</a></li> <li>• <a href="#">Information sharing under the Child Protection Act 1999 (Qld) procedure</a></li> <li>• <a href="#">Allegations against employees in the area of student protection procedure</a></li> </ul>	<p><b>Mandatory reporting obligation</b></p> <p>Pathways:</p> <ul style="list-style-type: none"> <li>• Reporting to Child Safety</li> <li>• Reporting to Queensland Police Service</li> <li>• Reporting to Integrity and Employee Relations</li> </ul>	<p>DDG, State Schools Division (student protection)</p> <p>DDG, People and Corporate Services</p>

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<p>may not have a parent able and willing to protect the child from harm.</p> <p><i>Education (General Provisions) Act 2006</i></p> <p>State school staff obligations: If a State school staff member knows or suspects a person under 18 at a state school has been, or is likely to be, sexually abused, they must immediately give a written report to the principal or principal's supervisor.</p> <p>Principal or supervisor obligation: The principal or supervisor must immediately give a copy of the report to the QPS.</p> <p><b>Additional obligations if allegations involve employee:</b></p> <p>Principal obligations: If the suspected harm or abuse involves an employee, a report must be given to the Director-General's nominee - Integrity and Employee Relations.</p> <p>Employer obligations: The Queensland College of Teachers must be notified of allegations or harm and the outcome of an allegation of harm if it involves a teacher.</p> <p><b>Consequences of failing to report or protect a child:</b></p> <p>From July 2021, offences are committed if:</p> <ul style="list-style-type: none"> <li>an adult fails to report belief of a child sexual offence to policy</li> <li>an adult in an institution (such as a school) fails to protect a child from a child sexual offence</li> </ul>	<p>2006 (Qld) ss 365, 365A</p> <p>Education (General Provisions) Regulation 2017 (Qld) ss 68-9 (report requirements)</p> <p><i>Education (Queensland College of Teachers) Act 2005</i> (Qld) ss 76-7</p> <p><i>Criminal Code Act 1899</i> (Qld) ss 229BB-BC (commences July 2021)</p>	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Mandatory online student protection training</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Specialist roles (e.g. Student Protection Advisor, guidance officers, etc)</li> <li>Face to face training delivered by Student Protection Principal Advisors</li> </ul> <p><b>Delegations/authorisations:</b> N/A</p>	<p>(iRefer; <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a>; 1800 INTAKE)</p>	<p>Division (Human Resources) (allegations involving employees)</p>

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<p><b>Information sharing – child protection:</b></p> <p>Departmental obligations – sharing information with Child Safety: The department must comply with a request from Child Safety for information about a child, another person or unborn child, unless an exception applies (e.g. disclosure would prejudice an investigation – see s 159N(3)).</p>	<p><i>Child Protection Act 1999 (Qld) s 159N</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Information sharing under the Child Protection Act 1999 (Qld) procedure</a></li> <li>• <a href="#">Student protection procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Student protection training (mandatory training)</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>• Specialist staff (e.g. Student protection advisors, guidance officers)</li> </ul> <p><b>Delegations/authorisations:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Director-General's delegations under the Child Protection Act 1999 (Qld)</a></li> </ul>	<p>N/A</p>	<p>DDG, State Schools Division</p>
<p><b>Agency review following child death or injury:</b></p> <p>Director-General obligations: A review must be carried out if a child known to the department dies or suffers serious physical injury. The Director-General must:</p> <ul style="list-style-type: none"> <li>• decide the review's scope;</li> <li>• complete the review and prepare a report no more than 6 months after the review is triggered;</li> <li>• work with other relevant agencies;</li> <li>• provide the Child Death Review Board with the review report;</li> <li>• provide the Coroner with the review report, if the death is a reportable death.</li> </ul>	<p><i>Child Protection Act 1999 (Qld) ss 245H-I, 245K, 245N-P</i></p>	<p><b>Guidelines:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Internal review following a child's death or serious physical injury</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Face to face and online information sessions delivered to staff in all regions</li> <li>• Face to face and online information sessions for teams in State Schools and Early Childhood and Education Improvement divisions</li> </ul> <p><b>Advice:</b></p>	<p>Student protection team, State Schools Division</p>	<p>DDG, State Schools Division</p>

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		<ul style="list-style-type: none"> <li>OnePortal site with guidelines, Powerpoint presentation, narrated information session and multiple fact sheets</li> </ul> <p><b>Delegations/authorisations:</b></p> <ul style="list-style-type: none"> <li><a href="#">Director-General's delegations under the Child Protection Act 1999 (Qld)</a> – ss 245H-I, 245K, 245N-P</li> </ul>		
<p><b>Blue Cards and employment screening:</b></p> <p>Employer obligations (principal, manager, supervisor):</p> <p>The employer must ensure necessary Blue Card and employment screening before people perform child-related duties and/or regulated employment. This includes:</p> <ul style="list-style-type: none"> <li>not employing someone in regulated employment if they are suspended, prohibited, restricted, have been convicted of a serious offence, or do not have clearance (ss 175-6A, 176I-J, 339);</li> <li>not employing a registered teacher in regulated employment if they are suspended or do not have an exemption (ss 176C-E);</li> <li>only employing approved teachers, and not allowing an approved teacher to teach if their registration or permission to teach has been suspended (s 82 QCOT).</li> </ul> <p><b>Note</b> – a volunteer parent does not require a Blue Card.</p> <p><b>Employee obligations:</b> An employee needs to ensure they have the required working with children authority. Employees must:</p>	<p><i>Working with Children (Risk Management and Screening) Act 2000</i> (Qld) ch 7, pt 4; ss 230, 288, 298, 322-3, 339, 347-349, 350A, 351-2, 356; sch 1, pt 1, ss 2-4, 9, 28</p> <p><i>Education (Queensland College of Teachers) Act 2005</i> (Qld) s 82</p> <p><i>Public Service Act 2008</i> (Qld) ss 158, 161-3, 165A-B, 165D, 167, 169, 171</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Working with children authority procedure</a></li> </ul> <p><b>Training:</b> Nil</p> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Blue Card Services helpline</li> </ul> <p><b>Delegations/authorisations:</b></p> <ul style="list-style-type: none"> <li><a href="#">Human Resources Delegation Manual – Employment Screening under the Public Service Act 2008</a></li> </ul>	<p>Reporting to Integrity and Employee Relations (iRefer; <a href="mailto:intake@ged.qld.gov.au">intake@ged.qld.gov.au</a> ; 1800 INTAKE)</p> <p>Advise supervisor, manager, principal</p>	<p>DDG, People and Corporate Services Division (Human Resources)</p>



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<ul style="list-style-type: none"> <li>• not work in regulated employment if their authority is suspended, or they are convicted of a serious offence (s 298, 322)</li> <li>• give notice of changes in information to Blue Card Services (e.g. police information) (ss 230, 288, 323)</li> <li>• notify Blue Card Services about a lost or stolen card, change in personal details, cessation of regulated employment (s 339, 347-9)</li> <li>• not provide false or misleading information or documents to Blue Cards Services (ss 351-2).</li> </ul> <p><b>Teacher obligations:</b></p> <ul style="list-style-type: none"> <li>• Teachers are required to hold a valid exemption card for any regulated employment they perform outside of a school.</li> <li>• If a teacher stops being a registered teacher, they must immediately return their working with children card to Blue Cards services (s 350A)</li> </ul> <p><b>Registered Health Practitioner obligations:</b></p> <ul style="list-style-type: none"> <li>• Registered health practitioners are required to maintain their AHPRA registration and must only undertake work within their profession. If this occurs, a Blue Card is not required.</li> </ul> <p><b>Director-General obligations:</b> The Director-General must:</p> <ul style="list-style-type: none"> <li>• ensure a person or registered teacher does not perform, or continue to perform, child-related duties without clearance, or if their clearance is suspended or cancelled;</li> <li>• consider the criminal history of a person to whom a working with children authority is issued, if it is obtained.</li> </ul>				

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<p><b>Child and Youth Risk Management Strategy:</b></p> <p>Obligations for principals and employers at worksites where services are delivered to children: Each year, a written Child and Youth Risk Management Strategy (CYRMS) must be developed and implemented to identify and minimise risk of harm to children. The strategy must contain particular information outlined in the Regulation.</p>	<p><i>Working with Children (Risk Management and Screening) Act 2000</i> (Qld) – s 171</p> <p><i>Working with Children (Risk Management and Screening) Regulation 2020</i> (Qld) – ss 4, sch 1</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Working with children authority procedure</a></li> </ul> <p><b>Training:</b> Nil</p> <p><b>Advice:</b> Nil</p> <p><b>Delegations/authorisations:</b> Nil</p>	<p>N/A</p>	<p>DDG, People and Corporate Services Division (Human Resources)</p>
<p><b>Refusing to enrol prospective students - risks to safety or wellbeing:</b></p> <p><b>Principal obligations:</b> If a principal considers a prospective student poses an unacceptable risk to safety or wellbeing, the enrolment application must be referred to the Director-General. For mature age students, the principal must obtain and consider the student's criminal history.</p> <p><b>Director-General obligations:</b></p> <p>If the Director-General decides there is an unacceptable risk, a show cause notice must be given to the prospective student, and any written representations made in response must be considered. The Director-General must advise the principal and prospective student of the final decision.</p>	<p><i>Education (General Provisions) Act 2006</i> (Qld):</p> <ul style="list-style-type: none"> <li>- chapter 8, pt 1, divs 1 and 2 – in particular: ss 156, 158-62</li> <li>- chapter 8A, pts 3-4 – in particular: 175D, 175H-I</li> </ul>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Refusal to enrol - Risk to safety or wellbeing procedure</a></li> <li><a href="#">Enrolment in state primary, secondary and special schools procedure</a></li> <li><a href="#">Mature age student applications procedure</a></li> <li><a href="#">Principal guidelines – Student discipline</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li><a href="#">Video vignettes on behaviour procedures</a></li> <li><a href="#">Resources to support implementation of behaviour procedures</a></li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>State Schools – Behaviour team (<a href="mailto:behaviour.central@qed.qld.gov.au">behaviour.central@qed.qld.gov.au</a>)</li> <li>Regions – e.g. Principal Advisors</li> </ul>	<p><a href="#">Review/appeals process for student/parent– make a written submission against refusal to enrol</a></p> <p>If staff identify non-compliance this can be reported to Integrity and Employee Relations via iRefer or <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a> or 1800 INTAKE</p>	<p>DDG, State Schools Division</p>

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		<b>Delegations/authorisations:</b> <ul style="list-style-type: none"> <li><a href="#">Director-General's delegations under the Education (General Provisions Act 2006 (Qld)</a> – ss 158-62</li> </ul>		
<p><b>Student discipline:</b></p> <p><b>Suspensions and exclusions</b></p> <p><b>Principal obligations:</b> If grounds exist, principals may suspend or exclude students. If suspension or exclusion occurs, the principal must:</p> <ul style="list-style-type: none"> <li>give the student and their parent a notice;</li> <li>advise that written submissions against the decision can be made in certain circumstances;</li> <li>adhere to timeframes for different types of disciplinary absences.</li> </ul> <p><b>Director-General's obligations:</b> The Director-General can make certain exclusion decisions, and review certain decisions. The Director-General must:</p> <ul style="list-style-type: none"> <li>adhere to decision-making or review timeframes; and</li> <li>provide notices.</li> </ul> <p><b>Exclusions from certain or all State schools</b></p> <p><b>Director-General obligations:</b></p> <p>If the Director-General considers a person's attendance at certain or all State schools would create an unacceptable risk to safety or wellbeing, a show cause notice must be given proposing exclusion for up to 1 year, or permanently. The Director-General must consider any written representations by the prospective</p>	<p><i>Education (General Provisions) Act 2006 (Qld)</i> – chapter 12 – in particular: ss 275, 276(3)-(4), 280E-F, 281-4, 286, 288-9, 291-5, 298-302, 305-10, 313, 315, 330</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Student discipline procedure</a></li> <li><a href="#">Cancellation of enrolment procedure</a></li> <li><a href="#">Principal guidelines – Student discipline</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li><a href="#">Video vignettes on behaviour procedures</a></li> <li><a href="#">Resources to support implementation of behaviour procedures</a></li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>State Schools – Behaviour team (<a href="mailto:behaviour.central@qed.qld.gov.au">behaviour.central@qed.qld.gov.au</a>)</li> <li>Regions – e.g. Principal Advisors</li> </ul> <p><b>Delegations/authorisations:</b></p> <ul style="list-style-type: none"> <li><a href="#">Director-General's delegations under the Education (General Provisions Act 2006 (Qld)</a> – ss 276, 286, 298-302, 304-10, 313, 315</li> </ul>	<p><a href="#">Review/appeals process for parents/students if principal's decision involves:</a></p> <ul style="list-style-type: none"> <li><a href="#">11-20 day suspension</a></li> <li><a href="#">charge-related suspension</a></li> <li><a href="#">exclusion</a></li> </ul> <p>If staff identify non-compliance this can be reported to Integrity and Employee Relations via iRefer or <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a> or 1800 INTAKE</p>	DDG, State Schools Division

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student, and reach a decision, which must be communicated via a notice.				
<p><b>Student absences:</b></p> <p><b>Principal obligations:</b> Principals must record student absences. For unexplained absences, the principal must obtain a reason for the absence.</p> <p>Principals must also notify the Family Responsibilities Commission about certain absences involving students in welfare reform communities.</p>	<p>Education (General Provisions) Regulation 2017 (Qld) ss 20, 22</p> <p><i>Family Responsibilities Commission Act 2000</i> (Qld) s 40</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Managing student absences and enforcing enrolment and attendance at state schools procedure</a></li> <li>• <a href="#">Roll marking in state schools procedure</a></li> <li>• <a href="#">Everyday counts strategy</a></li> </ul> <p><b>Training:</b> Nil</p> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>• Regions – e.g. Principal Advisors</li> <li>• State Schools (<a href="mailto:enquiries.schooloperations@qed.qld.gov.au">enquiries.schooloperations@qed.qld.gov.au</a>)</li> </ul> <p><b>Delegations/authorisations:</b> N/A</p>	<p><a href="#">Parent/student can use the customer complaints management process to raise non-compliance.</a></p> <p>If staff identify non-compliance this can be reported to Integrity and Employee Relations via iRefer or <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a> or 1800 INTAKE</p>	DDG, State Schools Division
<p><b>Temporary removal of student property:</b></p> <p><b>Principal or staff member obligations:</b> A principal or staff member may remove a student's property if particular grounds are met.</p> <p>The principal or staff member must return the removed property within a reasonable time, unless particular circumstances apply (e.g. police seizure or investigation).</p> <p>If the principal or staff member suspects the student does not own the property, reasonable efforts must be made to return the property to the owner.</p>	<p>Education (General Provisions) Regulation 2017 (Qld) ss 11-2</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Temporary removal of student property by school staff procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Video vignettes on behaviour procedures</a></li> <li>• <a href="#">Resources to support implementation of behaviour procedures</a></li> </ul> <p><b>Advice:</b></p>	<p><a href="#">Parent/student can use the customer complaints management process to raise non-compliance.</a></p> <p>If staff identify non-compliance this can be reported to Integrity and Employee Relations via iRefer or <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a> or 1800 INTAKE</p>	DDG, State Schools Division

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		<ul style="list-style-type: none"> <li>State Schools – Behaviour team (<a href="mailto:behaviour.central@qed.qld.gov.au">behaviour.central@qed.qld.gov.au</a>)</li> <li>Regions – e.g. Principal Advisors</li> </ul> <p><b>Delegations/authorisations:</b> N/A</p>		
<b>WORKPLACE HEALTH AND SAFETY (ER2)</b>				
<p><b>Duty of care – health and safety:</b></p> <p><b>Duty of care: person conducting a business or undertaking (PCBU):</b></p> <p>PCBU must ensure, as far as is reasonably practicable, the health and safety of workers and others. This includes various requirements, such as:</p> <ul style="list-style-type: none"> <li>eliminating or minimising risks;</li> <li>identifying reasonably foreseeable hazards;</li> <li>implementing, maintaining and reviewing risk control measures;</li> <li>complying with codes of practice, or provide an equivalent or higher standard;</li> <li>providing suitable information, training and instruction to workers and other persons to protect from risks to their health and safety;</li> <li>monitoring the conditions at the workplace for the purpose of preventing illness or injury of workers.</li> </ul> <p><b>Duty of officers:</b></p> <p>Officers of the PCBU must exercise due diligence to ensure that the PCBU complies with their obligations. The standard of due diligence includes taking reasonable steps to:</p> <ul style="list-style-type: none"> <li>acquire and keep current knowledge of work health and safety matters;</li> </ul>	<p><i>Work Health and Safety Act 2011 (Qld) ss 16-7, 19, 26A, 28</i></p> <p>Work Health and Safety Regulation 2011 (Qld) ss 33-42, 60, 351-2</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Health, safety and wellbeing procedures</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Annual mandatory training</li> <li>Management foundations training</li> <li>Health safety advisor training</li> <li>ITD training (Induction, Risk Management, Plant &amp; Equipment)</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Health and Safety Advisors</li> <li><a href="#">Regional Health and Safety consultants</a></li> <li><a href="mailto:hsw@qed.qld.gov.au">hsw@qed.qld.gov.au</a></li> </ul> <p><b>Delegations/authorisations:</b></p> <ul style="list-style-type: none"> <li><a href="#">Human Resources Delegations Manual</a> – item 7.3.5 (s 19)</li> </ul>	<p>Recording in MyHR WHS Incident reporting portal</p> <p>Reporting via the HSW Committee structure (local to corporate)</p>	<p>DDG, People and Corporate Services Division (Human Resources)</p>



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<ul style="list-style-type: none"> <li>understand the nature of business operations and the associated hazards and risks;</li> <li>ensure resources and processes are made available to eliminate or minimise risks from work;</li> <li>ensure processes are in place for receiving and considering information about incidents, hazards and risks and provide timely response;</li> <li>ensure processes are implemented for complying with any duty or obligation of the PCBU; and</li> <li>to verify the provision and use of resources before mentioned.</li> </ul>				
<p><b>Notifiable incidents:</b></p> <p><b>PCBU:</b> The person in charge must immediately notify the regulator about a notifiable incident (i.e. death, serious injury or illness, or a dangerous incident) and must preserve the incident site. Records must also be kept of the incident.</p>	<p><i>Work Health and Safety Act 2011 (Qld) ss 35-9</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Health, safety and wellbeing incident management procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li><a href="#">Annual mandatory training</a></li> <li><a href="#">Management foundations training</a></li> <li>Health and safety advisor training</li> <li><a href="#">Health and safety incident training</a></li> <li><a href="#">Creating Healthier Workplaces</a></li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Health and Safety Advisors</li> <li><a href="#">Regional Health and Safety consultants</a></li> <li><a href="mailto:hsw@qed.qld.gov.au">hsw@qed.qld.gov.au</a></li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>	<p>Recording in MyHR WHS</p> <p>Report to Regulator</p>	<p>DDG, People and Corporate Services Division (Human Resources)</p>
<p><b>Health and safety representatives:</b></p>	<p><i>Work Health and Safety Act 2011</i></p>	<p><b>Policy/procedure:</b></p>	<p>Reporting to Local HSW Committees</p>	<p>DDG, People and Corporate</p>



Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<p><b>PCBU:</b> must consult, as far as is reasonably practicable, on health and safety matters with health and safety representatives. Such as:</p> <ul style="list-style-type: none"> <li>consult them about health and safety matters;</li> <li>provide access to information about hazards and worker health and safety;</li> <li>provide resources and assistance;</li> <li>provide access to the workplace;</li> <li>allow them the time needed to exercise their functions; and</li> <li>ensure they complete prescribed training.</li> </ul> <p>PCBU must ensure that a list of each health and safety representative is prepared, kept up to date, and a copy is given to the regulator.</p>	<p>(Qld) ss 70(1)-(2), 71, 72, 74, 74</p>	<ul style="list-style-type: none"> <li><a href="#">Workplace health and safety representatives procedure</a></li> <li><a href="#">Health safety and wellbeing committees procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>External training (locally managed)</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Health and Safety Advisors</li> <li><a href="#">Regional Health and Safety consultants</a></li> <li><a href="mailto:hsw@qed.qld.gov.au">hsw@qed.qld.gov.au</a></li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>		<p>Services Division (Human Resources)</p>
<p><b>Health and safety committees:</b></p> <p><b>PCBU:</b> A health and safety committee must be established at a workplace. Committee membership depends on the workplace, but must include:</p> <ul style="list-style-type: none"> <li>a health and safety representative (if there is one);</li> <li>a work health and safety officer (if there is one); and</li> <li>workers.</li> </ul> <p>The committee must meet at least every 3 months and at other times on request.</p>	<p><i>Work Health and Safety Act 2011</i> (Qld) ss 75-6, 78-9</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Health, safety and wellbeing committees procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Management foundations training</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Health and Safety Advisors</li> <li><a href="#">Regional Health and Safety consultants</a></li> <li><a href="mailto:hsw@qed.qld.gov.au">hsw@qed.qld.gov.au</a></li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>	<p>Recording HSW Committees, Terms of Reference, and minutes in MyHR WHS</p> <p>If HSW issues are not resolved at the local level, they can be escalated to the next Committee</p>	<p>DDG, People and Corporate Services Division (Human Resources)</p>

Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<p><b>Ceasing unsafe work:</b></p> <p><b>Health and safety representative obligations:</b> In certain circumstances, if a health and safety representative is concerned a worker is being exposed to serious risk due to a hazard, a direction can be given to cease work. If a direction is given the health and safety representative must inform the person in charge of the workplace.</p> <p><b>Worker obligations:</b> A worker may cease, or refuse to carry out work, if they are concerned about being exposed to a serious risk due to a hazard. If the worker ceases work independently of any direction by a health and safety representative, they must notify the person in charge of the workplace.</p>	<p><i>Work Health and Safety Act 2011 (Qld) ss 84-6</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Health, safety and wellbeing incident management procedure</a></li> <li>• <a href="#">Health and safety representatives procedure</a></li> <li>• <a href="#">Health, safety and wellbeing incident management procedure</a> and processes</li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Creating Healthier Workplaces</a></li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Advisors</li> <li>• <a href="#">Regional Health and Safety consultants</a></li> <li>• <a href="mailto:hsw@qed.qld.gov.au">hsw@qed.qld.gov.au</a></li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>	<p>Incidents can be lodged in MyHR WHS, which produce a Daily Incident Report</p> <p>Incidents can also be reported to the Regulator</p>	<p>DDG, People and Corporate Services Division (Human Resources)</p>
<p><b>Compliance notices</b></p> <p>The <i>Work Health and Safety Act 2011 (Qld)</i> imposes various obligations when a compliance notice is issued. This includes:</p> <p><b>Provisional improvement notices (PIN):</b></p> <ul style="list-style-type: none"> <li>• Health and safety representative obligations: A health and safety representative may issue a PIN if the Act is contravened. PINs must be in writing and include particular information about the alleged contravention.</li> <li>• Obligations on person issued with PIN: If a PIN is received, the person in receipt must:</li> </ul>	<p><i>Work Health and Safety Act 2011 (Qld) ss 90-2, 97-A, 99, 193, 197, 200, 210</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Workplace health and safety representatives procedure</a></li> <li>• <a href="#">Health, safety and wellbeing incident management procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Creating Healthier Workplaces</a></li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Advisors</li> </ul>	<p>Recording in MyHR WHS</p> <p>Recording in BEMIR database (asbestos)</p>	<p>DDG, People and Corporate Services Division (Human Resources)</p>



Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<ul style="list-style-type: none"> <li>○ display the PIN prominently and not intentionally remove, destroy, damage or deface the PIN;</li> <li>○ provide a copy to the regulator;</li> <li>○ comply with the PIN.</li> </ul> <p><b>Notices issued by the Regulator – improvement, prohibition and non-disturbance notices:</b></p> <ul style="list-style-type: none"> <li>• Obligations on person issued with notice/given direction: If an improvement, prohibition or non-disturbance notice is received from the Regulator, the person in receipt must comply with the notice/direction.</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Regional Health and Safety consultants</a></li> <li>• <a href="mailto:hsw@qed.qld.gov.au">hsw@qed.qld.gov.au</a></li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>		
<p><b>Emergency plans and fire safety:</b></p> <p><b>PCBU:</b> An emergency plan must be prepared for the workplace that includes emergency procedures, testing, and information, training and instruction for workers. The plan must be implemented during an emergency and maintained to ensure effectiveness.</p> <p><b>Building occupier:</b></p> <ul style="list-style-type: none"> <li>• The occupier of a high occupancy building (i.e. a building with 30 or more workers/students) must appoint a fire safety adviser, who must hold a current building fire safety qualification.</li> <li>• The occupier must have a written fire and evacuation plan for the building, which must include particular information, be accessible for inspection, reviewed at least annually, and be kept up to date.</li> <li>• The occupier must display evacuation signs and diagrams.</li> <li>• The occupier must provide various building evacuation instructions to new and existing persons in the building.</li> <li>• The occupier must ensure evacuation practice is carried out.</li> </ul>	<p>Work Health and Safety Regulation 2011 (Qld) s 43</p> <p>Building Fire Safety Regulation 2008 (Qld) ss 21, 26-8, 30, 34-41, 44-6</p> <p><i>Fire and Emergency Services Act 1990</i> (Qld) ss 104C, 104E</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Disaster and emergency management procedure</a></li> <li>• <a href="#">DoE Disaster and emergency management arrangements</a></li> <li>• <a href="#">Emergency management plan template</a> – schools</li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Annual awareness training to regional response teams</li> <li>• Resources provided to principals to develop and maintain school emergency response plans and prepare for disaster events</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>• Regional office</li> <li>• Emergency and School Security team (<a href="mailto:qed-emergency@id.ngcomms.net">qed-emergency@id.ngcomms.net</a>)</li> </ul>	Contact the Regional office	DDG, Infrastructure Services Division



Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<ul style="list-style-type: none"> <li>The occupier must maintain a means of escape from a building if there is a fire.</li> <li>Records must be kept of fire and evacuation instructions, and evacuation practices.</li> </ul>		<b>Delegations/authorisations:</b> Nil		
<p><b>Hazardous chemicals:</b></p> <p><b>Obligations on person in charge of workplace:</b></p> <p>The person conducting a business or undertaking must:</p> <ul style="list-style-type: none"> <li>ensure hazardous chemicals are labelled correctly;</li> <li>maintain a register of hazardous chemicals;</li> <li>display appropriate safety signage for chemicals on site and safe use and storage;</li> <li>identify risks of physical or chemical reactions to hazardous chemicals;</li> <li>developing specific controls if there are risks of fire or explosion;</li> <li>keeping chemicals stable and protecting from damage;</li> <li>managing spill risks;</li> <li>there is fire protection and firefighting equipment, safety equipment, and emergency equipment in place for the type of hazardous chemicals at the workplace; and</li> <li>provide supervision.</li> </ul>	Work Health and Safety Regulation 2011 (Qld) ss 341-2, 346, 353-64, 379	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Chemical management procedure</a></li> <li><a href="#">Health, safety and wellbeing incident management procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li><a href="#">Creating Healthier Workplaces – Hazards and Risks module</a> – includes chemical management training and guidance tools</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Health and Safety Advisor (in workplace)</li> <li><a href="#">Regional Health and Safety consultants</a></li> <li><a href="mailto:hsw@qed.qld.gov.au">hsw@qed.qld.gov.au</a></li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>	Recording incidents in MyHR WHS	DDG, People and Corporate Services Division (Human Resources)
<p><b>Asbestos management:</b></p> <p>PCBU and person with management or control of a workplace have various obligations, including:</p> <ul style="list-style-type: none"> <li>providing information, training and instruction to workers</li> <li>minimising or eliminating asbestos exposure</li> <li>ensuring the presence and location of asbestos at a workplace is clearly indicated</li> </ul>	Work Health and Safety Regulation 2011 (Qld) ss 39, 419-20, 422-434, 445, 447-58, 468, 478-84	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Management of asbestos-containing material in department-owned facilities procedure</a></li> <li><a href="#">DoE Asbestos management policy</a></li> <li><a href="#">How to safely remove asbestos – Code of Practice 2011</a></li> </ul>	Recording incidents in BEMIR and asbestos management plan	DDG, Infrastructure Services Division



Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<ul style="list-style-type: none"> <li>ensuring testing is undertaken if there is uncertainty about the presence of asbestos</li> <li>preparing documents, including an asbestos register and asbestos management plan</li> <li>safely managing any demolition or refurbishment, or removal of asbestos, including letting people know about the asbestos removal and limiting access to the site.</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">How to manage and control asbestos in the workplace – Code of Practice 2016</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Asbestos awareness training</li> <li>Asbestos Management team training</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Contact Principal or Regional Infrastructure Manager</li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>		
<p><b>Management of electrical safety:</b></p> <p><b>PCBU:</b></p> <ul style="list-style-type: none"> <li>has primary duty of care for electrical safety and must ensure, so far as is reasonably practicable, the electrical safety of workers at the workplace</li> <li>must manage risks to health and safety at the workplace</li> <li>must ensure electrical installations are compliant</li> <li>must disconnect or isolate unsafe electrical equipment</li> <li>must ensure inspection and testing of electrical equipment, and use of safety switches</li> <li>must notify the Regulator about serious electrical incidents or dangerous electrical events</li> </ul> <p><b>Workers:</b> have a duty to take reasonable care for their own electrical safety and not adversely affect other people's electrical safety.</p>	<p><i>Electrical Safety Act 2002 (Qld) ss 30, 39</i></p> <p>Electrical Safety Regulation 2013 (Qld) ss 11, 71, 101, 112-3, 265, 269</p> <p>Work Health and Safety Regulation 2011 (Qld) ss 34-8</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Health, safety and wellbeing incident management procedure</a></li> <li><a href="#">Managing risks in school curriculum activities procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Reference guides and supporting material on DoE and OIR websites</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Health and Safety Advisor (in workplace)</li> <li><a href="#">Regional Health and Safety consultants</a></li> <li><a href="mailto:hs@qed.qld.gov.au">hs@qed.qld.gov.au</a></li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>	Recording incidents in MyHR WHS	DDG, Infrastructure Services Division  DDG, People and Corporate Services (Human Resources)

Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<p><b>Reporting injury and claims to WorkCover:</b></p> <p><b>Departmental obligations:</b> If a worker suffers a compensable injury, the department must immediately report the injury to WorkCover. An offence is committed if this does not occur within 8 business days.</p> <p>The department must give WorkCover written notice if the worker asks for compensation for the injury, or is paid compensation by the department. An offence is committed if this does not occur within 8 business days.</p>	<p><i>Workers' Compensation and Rehabilitation Act 2003 (Qld) ss 133-A</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Workplace rehabilitation procedure</a></li> <li>• <a href="#">Health, safety and wellbeing incident management procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Annual mandatory training</a></li> <li>• <a href="#">Management foundations training</a></li> <li>• Regional training</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>• Regional Senior Injury Management Consultants</li> <li>• Regional Claims Management Officers</li> <li>• Rehabilitation and Return to Work networks</li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>	<p>Recording incidents in MyHR WHS</p>	<p>DDG, People and Corporate Services Division (Human Resources)</p>
<p><b>Rehabilitation:</b></p> <p><b>Departmental obligation:</b> An employer of an injured worker must take all reasonable steps to provide rehabilitation for the worker. This includes cooperating with an insurer.</p> <p><b>Worker obligation:</b> A worker must satisfactorily participate in rehabilitation as soon as practicable after the injury is sustained, and for the period the worker is entitled to compensation.</p>	<p><i>Workers' Compensation and Rehabilitation Act 2003 (Qld) ss 228, 232, 267</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Workplace rehabilitation procedure</a></li> <li>• <a href="#">Reasonable adjustments procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Management foundations training</a></li> <li>• Online Rehabilitation and Return to Work Coordinator (RRTWC) training (Learning Place)</li> <li>• Training and coaching by regional Senior Injury Management</li> </ul>	<p>WorkCover case manager conferences and contact</p>	<p>DDG, People and Corporate Services Division (Human Resources)</p>

Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
		Consultants to RRTWCs and managers  <b>Advice:</b> <ul style="list-style-type: none"> <li>• RRTWC</li> <li>• Regional Senior Injury Management Consultants</li> <li>• Regional Claims Management Officers</li> </ul> <b>Delegations/authorisations:</b> N/A		
<p><b>Contagious conditions:</b></p> <p><b>Teacher obligations:</b> A teacher must advise the principal if they reasonably suspect a child at the school has, or may have, a contagious condition.</p> <p><b>Principal obligations:</b> Principals may be subject to various obligations related to contagious conditions, including:</p> <ul style="list-style-type: none"> <li>• directing parents to remove their children from school;</li> <li>• complying with Queensland Health directions to direct parents to remove their child from school;</li> <li>• sharing information with Queensland Health about children at the school with a contagious condition or who may be at risk;</li> <li>• complying with directions from Queensland Health about controlling an outbreak;</li> <li>• complying with a direction from the Minister to temporarily close a school due to an outbreak of a contagious condition.</li> </ul>	<i>Public Health Act 2005 (Qld) ss 162, 164, 166, 169-70, 172, 175, 180-1</i>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Management of contagious conditions procedure</a></li> <li>• <a href="#">Infection control procedure</a></li> </ul> <p><b>Training:</b> Nil</p> <p><b>Advice:</b> Regional office</p> <p><b>Delegations/authorisations:</b> Nil</p>	<p><a href="#">Parent/student can use the customer complaints management process to raise non-compliance.</a></p>	DDG, State Schools Division

Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<p><b>Hostile persons on school premises:</b></p> <p><b>Principal obligations:</b> To ensure the good order and management of their school, principals can issue directions, or require a person to state their name and address. If a direction is issued, it must include required information, such as its duration, reasons for the direction, and any review options.</p> <p><b>Director-General's obligations:</b> The Director-General can also issue certain directions, review certain principal's decisions, and apply to QCAT to prohibit long-term entry to schools. If the Director-General takes any of these steps, there are requirements that must be met in terms of information that must be provided, formalities, etc.</p>	<p><i>Education (General Provisions) Act 2006 (Qld) ss 336-41, 352-3, 356</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Hostile persons on school premises, wilful disturbance and trespass procedure</a></li> </ul> <p><b>Training:</b> Nil</p> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Regions – e.g. Principal Advisors</li> <li>Legal Services (<a href="mailto:advicerequest.LEGAL@qed.qld.gov.au">advicerequest.LEGAL@qed.qld.gov.au</a>)</li> </ul> <p><b>Delegations/authorisations:</b></p> <ul style="list-style-type: none"> <li><a href="#">Director-General's delegations under the Education (General Provisions) Act 2006 (Qld)</a> – ss 338, 340A, 341, 352-3, 356</li> </ul>	<p><a href="#">Review/appeals process for person subject to direction</a></p> <p>If staff identify non-compliance this can be reported to Integrity and Employee Relations via iRefer or <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a> or 1800 INTAKE</p>	<p>DDG, State Schools Division</p>
<p><b>Unlawful discrimination or harassment in the workplace:</b></p> <p><b>Departmental obligation:</b> The department must not discriminate against a person on the basis of age, disability, race, sex, sexual orientation, gender identity, intersex status, relationship status, pregnancy, breastfeeding, and family responsibilities.</p> <p><b>Employee obligations:</b> A person must not:</p> <ul style="list-style-type: none"> <li>discriminate in the workplace, or before someone is employed (e.g. when deciding who to offer work);</li> <li>sexually harass another person;</li> <li>victimise another person.</li> </ul>	<p><i>Age Discrimination Act 2004 (Cth) s 18</i></p> <p><i>Disability Discrimination Act 1992 (Cth) ss 15, 35</i></p> <p><i>Racial Discrimination Act 1975 (Cth) s 15</i></p> <p><i>Sex Discrimination Act 1984 (Cth) ss 14, 28B</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Preventing workplace bullying, sexual harassment and unlawful discrimination policy</a></li> <li><a href="#">Inclusive education policy</a></li> </ul> <p><b>Training:</b> Nil</p> <p><b>Advice:</b> Nil</p> <p><b>Delegations/authorisations:</b> TBC</p>	<p>Employee complaints (for staff)</p> <p>Customer complaints (for those outside the department – e.g. parents)</p>	<p>DDG, People and Corporate Services Division (Human Resources)</p>



Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<b>School obligations</b> – schools must not discriminate against students or prospective students.	<i>Anti-Discrimination Act 1991 (Qld)</i> ss 14-5, 38-9, 129			
<b>INFORMATION SECURITY (SECURITY OF CONFIDENTIAL AND PERSONAL INFORMATION) (ER3)</b>				
<p><b>Release of departmental information:</b></p> <p>The department can release information under a range of schemes including, but not limited to RTI, IPA and administrative access, as outlined below:</p> <p><b>Administrative access scheme</b> – departmental obligations: The department may administratively release certain types of documents held by schools, provided release is without breaching existing law or other obligations.</p> <p><b>Right to information applications - departmental obligations:</b> The department's principal officer or delegate must deal with an application made under the <i>Right to Information Act 2009 (Qld)</i> including making a decision on giving access to document(s).</p> <p><b>Information privacy access and amendment applications – departmental obligations:</b></p> <ul style="list-style-type: none"> <li><b>Applications generally:</b> Subject to the <i>Information Privacy Act 2009 (Qld)</i>, an individual has a right to be given access to a document of an agency to the extent that it contains the individual's personal information and an individual may apply to the agency for access to the document.</li> </ul> <p>An access application to the department must be dealt with by the principal officer or delegate,</p>	<p><i>Right to Information Act 2009 (Qld)</i> – chapter 3, pts 1-11</p> <p><i>Information Privacy Act 2009 (Qld)</i> – chapter 3, pts 1-11</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Information privacy and right to information procedure</a></li> <li><a href="#">Access to records held in schools procedure</a></li> <li><a href="#">Administrative access scheme for central and regional offices</a></li> </ul> <p><b>Training:</b> Nil department-level training</p> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>See <a href="#">Education website</a> for details</li> </ul> <p><b>Delegations/authorisations:</b></p> <ul style="list-style-type: none"> <li><a href="#">Director-General's delegations under the Right to Information Act 2009 (Qld) – s 30</a></li> <li><a href="#">Director-General's sub-delegations under the Right to Information Act 2009 (Qld) – s 30</a></li> <li><a href="#">Director-General's delegations under the Information Privacy Act 2009 (Qld) – s 50</a></li> </ul>	<p>A person affected by a reviewable decision may apply to have the decision reviewed through an internal review (with the department) or external review process (with the Office of the Information Commissioner).</p>	<p>DDG, People and Corporate Services Division</p>

Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<p>including making a decision about giving access to the document.</p> <ul style="list-style-type: none"> <li>• <b>Amendment applications:</b> If a person who has access to a document of an agency applies to amend a document containing their personal information, as the individual claims the information is inaccurate, incomplete, out of date or misleading, the agency's principal officer or delegate must deal with the application.</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Director-General's sub-delegations under the Information Privacy Act 2009 (Qld) – s 50</a></li> </ul>		
<p><b>Compliance with Information Privacy Principles (IPP):</b></p> <p><b>Departmental obligation:</b> The department must comply with the IPPs.</p>	<p><i>Information Privacy Act 2009 (Qld) ss 27, 33, 35</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Information privacy and right to information procedure</a></li> <li>• <a href="#">Personal information guideline</a></li> <li>• <a href="#">Administrative access scheme</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Mandatory all staff training – Protecting our information module (Learning Place)</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>• Principal Privacy Officer, IT&amp;B (<a href="mailto:privacy@qed.qld.gov.au">privacy@qed.qld.gov.au</a>)</li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>	<p>A person who believes their privacy has been breached can make a privacy complaint by:</p> <ul style="list-style-type: none"> <li>• Raising the issue with the school or region</li> <li>• Emailing <a href="mailto:privacy@qed.qld.gov.au">privacy@qed.qld.gov.au</a></li> <li>• <a href="#">Lodging a complaint using QGov</a></li> </ul> <p>Staff who suspect a privacy breach must report it to their supervisor, manager, director or principal and email <a href="mailto:privacy@qed.qld.gov.au">privacy@qed.qld.gov.au</a></p>	<p>DDG, People &amp; Executive Services Division (ITB)</p>
<p><b>Public records – management and disposal of physical and electronic records:</b></p>	<p><i>Public Records Act 2002 (Qld) ss 7-8, 12-3</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Information asset and recordkeeping procedure</a></li> </ul>	<p>If staff identify non-compliance with recordkeeping requirements, this should be</p>	<p>DDG, People &amp; Executive Services Division (ITB)</p>



Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<p><b>Departmental obligation:</b> The department must make and keep accurate records, and keep records safe.</p> <p><b>Employee obligation:</b> A person must not dispose of a public record without authority.</p>		<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Mandatory all staff training – Information classification (Learning place)</li> <li>• Records manager training (Learning place)</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>• Information Management – Record Support team</li> </ul> <p><b>Delegations/authorisations:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Director-General's authorisations under the <i>Public Records Act 2002</i> (Qld) (Department of Education)</a></li> <li>• <a href="#">Director-General's authorisations under the <i>Public Records Act 2002</i> (Qld) (Office of Industrial Relations)</a></li> </ul>	<p>reported to it to their supervisor, manager, director or principal, or it can be lodged via iRefer (iRefer; <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a>; 1800 INTAKE)</p>	

Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<p><b>Confidentiality of personal information of students:</b></p> <p><b>Departmental obligation:</b> The Director-General and employees must not make use, disclosure or make records of personal information about:</p> <ul style="list-style-type: none"> <li>State school students (prospective, current or former)</li> <li>kindergarten age children (in certain circumstances)</li> <li>certain persons with a disability; or</li> <li>a child involved in home education.</li> </ul> <p>There are some exceptions, including recording, using or disclosing personal information:</p> <ul style="list-style-type: none"> <li>for a purpose under the EGPA;</li> <li>with consent;</li> <li>to comply with a court process;</li> <li>for a law enforcement purpose;</li> <li>with the Director-General's consent in particular circumstances.</li> </ul>	<p><i>Education (General Provisions) Act 2006 (Qld) s 426</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Obtaining and managing student and individual consent procedure</a></li> <li><a href="#">Disclosing personal information to law enforcement agencies procedure</a></li> <li><a href="#">Information sharing under the <i>Child Protection Act 1999 (Qld)</i> procedure</a></li> <li><a href="#">Information privacy and right to information procedure</a></li> <li><a href="#">Research applications: appraisals and decisions procedure</a></li> <li><a href="#">CCTV use in schools procedure</a></li> <li><a href="#">Disclosing student personal information to operators of school bus services procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Mandatory all staff training (components about confidentiality and information privacy) (Learning Place)</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Regional office</li> <li>Privacy Officer (<a href="mailto:privacy@qed.qld.gov.au">privacy@qed.qld.gov.au</a>)</li> </ul> <p><b>Delegations/authorisations:</b></p> <ul style="list-style-type: none"> <li><a href="#">Director-General's delegations under the <i>Education (General Provisions) Act 2006 (Qld)</i> – s 426</a></li> </ul>	<p>A person who believes their privacy has been breached can make a privacy complaint by:</p> <ul style="list-style-type: none"> <li>Raising the issue with the school or region</li> <li>Emailing <a href="mailto:privacy@qed.qld.gov.au">privacy@qed.qld.gov.au</a></li> <li><a href="#">Lodging a complaint using QGov</a></li> </ul> <p>Staff who suspect a privacy breach must report it to their supervisor, manager, director or principal and email <a href="mailto:privacy@qed.qld.gov.au">privacy@qed.qld.gov.au</a></p>	<p>DDG, State Schools Division</p>

Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<p><b>Notifiable data breaches involving loss of tax file numbers:</b></p> <p><b>Departmental obligations:</b> A data breach involving a loss of tax file numbers is a notifiable data breach, which must be reported to the Office of the Australian Information Commissioner (OAIC) and individual(s) affected by the breach.</p> <p><i>Note – Queensland’s Information Privacy Act 2009 does not impose a mandatory obligation on the department to report privacy or data breaches, however this reporting is strongly encouraged by the Office of the Information Commissioner.</i></p>	<p><i>Privacy Act 1988 (Cth) – pt IIIC – in particular, ss 29WH, 29WK-L</i></p>	<p><b>Policy/procedure:</b> Nil (under development)</p> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Mandatory all staff training (Learning Place)</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Privacy Officer (<a href="mailto:privacy@qed.qld.gov.au">privacy@qed.qld.gov.au</a>)</li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>	<ul style="list-style-type: none"> <li><a href="#">Report to the OAIC</a></li> <li>Report to Privacy Officer (<a href="mailto:privacy@qed.qld.gov.au">privacy@qed.qld.gov.au</a>)</li> </ul>	<p>DDG, People &amp; Executive Services Division (ITB)</p>
<b>FRAUD AND CORRUPTION (ER4)</b>				
<p><b>Public Interest Disclosures (PID):</b></p> <p><b>Departmental obligations:</b> The department must establish processes to receive, record, assess, action and manage PIDs and protect against reprisals. The department’s approach must comply with standards set by the Queensland Ombudsman. PID obligations also include providing reasons and information to disclosers.</p> <p><b>Discloser obligation:</b> Disclosers (e.g. employees) must not provide intentionally false or misleading information when making a PID.</p> <p><b>Employee obligations:</b> If a person gains confidentiality information about a PID, they must not make a record, or intentionally or recklessly disclose the information, unless an exception applies.</p>	<p><i>Public Interest Disclosure Act 2010 (Qld) – ss 28-32, 40-1, 43, 60(6), 65-6</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Making and managing a public interest disclosure procedure</a></li> <li><a href="#">Code of Conduct</a></li> <li><a href="#">DoE Standard of Practice</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Mandatory all staff training (Code of conduct and ethics)</li> <li>Queensland Ombudsman training</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Integrity and Employee Relations Unit</li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>	<p>Reporting to Integrity and Employee Relations (iRefer; <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a> ; 1800 INTAKE)</p> <p>Reporting to oversight agency, including Queensland Ombudsman, Crime and Corruption Commission, Public Service Commission</p>	<p>DDG, People and Corporate Services Division (Human Resources)</p>



Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<p><b>Code of Conduct / Standard of Practice:</b></p> <p><b>Employee obligations:</b> Staff must comply with the Code of Conduct and Standard of Practice.</p> <p><b>Departmental obligations:</b></p> <ul style="list-style-type: none"> <li>The Standard must be reviewed at particular intervals and must be accessible.</li> <li>Staff must receive regular training about public sector ethics.</li> <li>Procedures and practices must reflect the <i>Public Sector Ethics Act 1994</i>, Code and Standard.</li> </ul>	<p><i>Public Sector Ethics Act 1994</i> (Qld) – ss 12E, 12G-L</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Code of Conduct</a></li> <li><a href="#">DoE Standard of Practice</a></li> <li><a href="#">Gifts and benefits procedure</a></li> <li><a href="#">Appropriate and ethical use of public resources procedure</a></li> <li><a href="#">Conflict of interest procedure</a></li> <li><a href="#">Sponsorship procedure</a></li> <li>Integrity framework</li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Annual mandatory training (Code of conduct and ethics)</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Integrity and Employee Relations</li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>	<p>Reporting to Integrity and Employee Relations (iRefer ; <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a> ; 1800 INTAKE)</p> <p>Complaints management processes:</p> <ul style="list-style-type: none"> <li><a href="#">Customer complaints</a> (non-employees)</li> <li><a href="#">Employee grievance</a> (staff)</li> </ul> <p>Reporting to oversight agencies, including Crime and Corruption Commission, Public Service Commission, or Queensland Ombudsman</p>	<p>DDG, People and Corporate Services Division (Human Resources)</p>
<p><b>Reporting lobbyists:</b></p> <p><b>Departmental obligations:</b> There is a prohibition on allowing lobbying by former senior government representatives or unregistered entities.</p> <p>There is an obligation to report lobbying by unregistered lobbyists to the Integrity Commissioner.</p>	<p><i>Integrity Act 2009</i> (Qld) - ss 70-1</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Reporting contact with lobbyists procedure</a></li> <li><a href="#">Code of Conduct</a></li> <li><a href="#">DoE Standard of Practice</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Nil</li> </ul> <p><b>Advice:</b></p>	<p>Reporting to Integrity and Employee Relations (iRefer; <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a> ; 1800 INTAKE)</p> <p>Reporting to Integrity Commissioner</p>	<p>DDG, People and Corporate Services Division (Human Resources)</p>



Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
		<ul style="list-style-type: none"> <li>Integrity and Employee Relations</li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>		
<p><b>Conflict of interest and declaration of interests:</b></p> <p><b>Director-General obligations:</b></p> <ul style="list-style-type: none"> <li><i>Appointment:</i> provide a statement of interests within 1 month to Minister, Integrity Commissioner and Public Service Commissioner</li> <li><i>Ongoing:</i> disclose changes to interests or conflicts of interest as soon as possible. For conflicts, take no action unless authorised by the Minister.</li> </ul> <p><b>Employee obligations:</b></p> <ul style="list-style-type: none"> <li>Provide a statement of interests, if directed, including providing a revised statement if interests change.</li> <li>Disclose any conflicts of interest as soon as possible, and take no action unless authorised by the Director-General.</li> </ul>	<p><i>Public Service Act 2008</i> (Qld) – ss 101-2, 185-6</p> <p><i>Public Sector Ethics Act 1994</i> (Qld) s 6(d)</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Conflict of interest procedure</a></li> <li><a href="#">Gifts and benefits procedure</a></li> <li><a href="#">Code of Conduct</a></li> <li><a href="#">DoE Standard of Practice</a></li> <li><a href="#">Purchasing and procurement procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Annual mandatory training (Code of conduct and ethics)</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Integrity and Employee Relations</li> </ul> <p><b>Delegations/authorisations:</b></p> <ul style="list-style-type: none"> <li><a href="#">Human Resources Delegations Manual – s 10.1 (Conflicts of interest)</a></li> </ul>	<p>Declarations as part of HR processes for recruitment and PDP</p> <p>Reporting to Integrity and Employee Relations Unit – iRefer ; <a href="mailto:intake@ged.qld.gov.au">intake@ged.qld.gov.au</a> ; 1800 INTAKE</p> <p>Reporting to oversight bodies (e.g. Crime and Corruption Commission, Queensland Ombudsman)</p>	DDG, People and Corporate Services Division (Human Resources)
<p><b>Criminal history checks, disciplinary matters, and charges or convictions:</b></p> <p><b>Departmental obligations:</b> Where a criminal history check is conducted, this must be a consideration when assessing someone’s suitability for employment. This includes if a person does not consent to a check, or withdraws consent.</p>	<p><i>Public Service Act 2008</i> (Qld) – ss 151-5, 179A, 181</p> <p><i>Education (Queensland College of Teachers) Act</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Criminal history check procedure</a></li> </ul> <p><b>Training:</b> Nil</p> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Integrity and Employee Relations</li> </ul>	Reporting to Integrity and Employee Relations Unit – iRefer ; <a href="mailto:intake@ged.qld.gov.au">intake@ged.qld.gov.au</a> ; 1800 INTAKE	DDG, People and Corporate Services Division (Human Resources)

Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<p><i>Note – these criminal history obligations do not relate to child-related duties or regulated employment. Refer to ER1.</i></p> <p><b>Employee obligations:</b> Employees must disclose:</p> <ul style="list-style-type: none"> <li>any serious disciplinary action, as part of a recruitment process</li> <li>any charges or convictions for an indictable offence, immediately.</li> </ul> <p><b>Teacher obligations:</b> A teacher must immediately advise the College of Teachers about changes in police information (e.g. criminal history).</p>	<p>2005 (Qld) ss 68-70</p>	<p><b>Delegations/authorisations:</b></p> <ul style="list-style-type: none"> <li><a href="#">Human Resources Delegations Manual – s 1.5 (Employment Screening)</a></li> </ul>		
<p><b>Corrupt conduct:</b></p> <p><b>Departmental obligations:</b> various obligations exist, including:</p> <ul style="list-style-type: none"> <li>reporting suspected corrupt conduct to the Crime and Corruption Commission (CCC);</li> <li>dealing with corrupt conduct complaints referred to the department for action by the CCC;</li> <li>provide a response to a complainant outlining actions taken, reasons and results, unless not in the public interest or they are uncontactable;</li> <li>cooperating with the CCC, as required;</li> <li>preparing a policy explaining how the department deals with corruption complaints, including consulting the CCC on the policy.</li> </ul> <p><b>Employee obligations:</b></p> <p>Employees must not commit corruption related offences.</p> <p>Employees may also be required to cooperate with the CCC and maintain confidentiality.</p>	<p><i>Crime and Corruption Act 2001 (Qld) – ss 38-40A, 43-4, 46-46A, 48(2)-(3), 48A, 72, 74-5, 82, 84, 183, 185, 188, 190, 192, 194, 202, 209-212, 215-8, 219G</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Reporting fraud and corruption procedure</a></li> <li><a href="#">Fraud and corruption control framework</a></li> <li><a href="#">Code of Conduct</a></li> <li><a href="#">DoE Standard of Practice</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Annual mandatory training (Working ethically)</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li>Integrity and Employee Relations</li> <li>Supervisor, manager or principal</li> <li>Senior manager</li> </ul> <p><b>Delegations/authorisations:</b> Nil</p>	<p>Report suspected corrupt conduct to:</p> <ul style="list-style-type: none"> <li>Manager, principal or supervisor</li> <li>Senior manager</li> <li>Internal Audit</li> <li>Crime and Corruption Commission</li> <li>Integrity and Employee Relations (iRefer ; <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a> ; 1800 INTAKE)</li> </ul>	<p>DDG, People and Corporate Services Division (Human Resources)</p>

Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<p><b>Financial accountability:</b></p> <p><b>Departmental obligations:</b> The department must comply with the Financial Performance Management Standard. This includes:</p> <ul style="list-style-type: none"> <li>establishing a governance framework and internal controls;</li> <li>developing and complying with a financial management practice manual;</li> <li>managing revenue;</li> <li>managing expenses, including implementing systems for credit cards;</li> <li>keeping records of special payments over \$5,000;</li> <li>keeping records of property losses due to offences or corrupt conduct, and notifying relevant entities about these losses;</li> <li>keeping records of other material losses;</li> <li>managing assets.</li> </ul>	<p><i>Financial Accountability Act 2009 (Qld) – ss 57, 77(2)</i></p> <p>Financial and Performance Management Standard 2019 – ss 6-7, 12-8</p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Appropriate and ethical use of public resources policy</a></li> <li><a href="#">Expenditure policy</a></li> <li><a href="#">Financial internal controls policy and related procedures</a></li> <li>Equipment management for <a href="#">schools</a> and <a href="#">business units</a> procedures</li> <li><a href="#">Credit procedure</a></li> <li><a href="#">Management of salary related overpayments procedure</a></li> <li><a href="#">Purchasing and procurement procedure</a></li> <li><a href="#">Catering and hospitality procedure</a></li> <li><a href="#">Domestic travel procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Financial management support and training (e.g. procurement and corporate card training)</li> <li>Annual mandatory training</li> <li>Financial Management for Principals training</li> <li>Management foundations program</li> </ul> <p><b>Advice:</b> <a href="mailto:financialpolicy.finance@qed.qld.gov.au">financialpolicy.finance@qed.qld.gov.au</a></p> <p><b>Delegations/authorisations:</b></p> <ul style="list-style-type: none"> <li><a href="#">Finance delegations</a></li> </ul>	<p>Report to manager, principal or supervisor</p> <p>Report to Integrity and Employee Relations (iRefer ; <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a> ; 1800 INTAKE)</p>	<p>ODG, (Finance and Assurance Services Division)</p>
<p><b>WorkCover fraud:</b></p>	<p><i>Workers' Compensation</i></p>	<p><b>Policy/procedure:</b> Nil</p>	<p>Report to Integrity and Employee Relations (iRefer</p>	<p>DDG, People and</p>

Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
<p><b>Departmental obligations:</b> The department must notify WorkCover if it reasonably believes someone is defrauding, or attempting to defraud WorkCover, or has provided false or misleading information.</p> <p><b>Employee obligations:</b> A person (incl. employee) must not defraud or attempt to defraud WorkCover, and must not give false or misleading information to various entities (e.g. doctors, WorkCover, etc).</p>	<p><i>and Rehabilitation Act 2003 (Qld) – ss 533-4, 536</i></p>	<p><b>Training:</b> Nil</p> <p><b>Advice:</b> Nil</p> <p><b>Delegations/authorisations:</b> Nil</p>	<p>; <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a> ; 1800 INTAKE)</p>	<p>Corporate Services Division (Human Resources)</p>
<p><b>Complaints management:</b></p> <p>Departmental obligations: The department must establish complaints management processes for different types of matters, including customer, privacy, and human rights complaints, and employee grievances.</p>	<p><i>Public Service Act 2008 (Qld) ss 218A, 219A</i></p> <p><i>Education (General Provisions) Act 2006 (Qld) s 46</i></p> <p><i>Human Rights Act 2019 (Qld) s 97</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li>Customer complaints management <a href="#">framework</a>, <a href="#">policy</a> and <a href="#">procedure</a></li> <li>Employee grievances <a href="#">policy</a> and <a href="#">procedure</a></li> <li><a href="#">Information privacy and right to information procedure</a></li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Customer complaints training</li> <li>Human rights complaints training</li> </ul> <p><b>Advice:</b></p> <ul style="list-style-type: none"> <li><b>Customer complaints:</b> Governance, Strategy and Planning (<a href="mailto:customercomplaintsgs@qed.qld.gov.au">customercomplaintsgs@qed.qld.gov.au</a>) or Regions</li> <li><b>Employee complaints:</b> Integrity and Employee Relations</li> <li><b>Privacy complaints:</b> Principal Privacy Officer (IT&amp;B) (<a href="mailto:privacy@qed.qld.gov.au">privacy@qed.qld.gov.au</a>)</li> </ul>	<p><a href="#">Customer complaints</a></p> <p><a href="#">Employee grievances</a></p> <p><a href="#">Privacy complaints</a></p> <p>Human rights complaints</p>	<p>DDG, People and Corporate Services Division (HR) (employee complaints)</p> <p>DDG, PPP (customer complaints)</p>

Compliance focus area	Obligations	Key controls	Where to raise concerns or report non-compliance	Compliance lead
		<ul style="list-style-type: none"> <li>Contact the above areas for advice about human rights issues that arise as part of a complaint.</li> </ul> <p><b>Delegations/authorisations:</b></p> <ul style="list-style-type: none"> <li><b>Customer complaints:</b> <a href="#">Director-General's delegations under the Education (General Provisions) Act 2006 (Qld) – s 46</a></li> </ul>		
<p><b>Offences:</b></p> <p><b>Employee obligations:</b> Staff must not engage in conduct in their capacity as a departmental employee that constitutes an offence. This includes (but is not limited to):</p> <ul style="list-style-type: none"> <li>corruption</li> <li>contracting back to the department</li> <li>misconduct in relation to public office</li> <li>stealing</li> <li>fraud</li> <li>false accounting.</li> </ul>	<p><i>Criminal Code Act 1899 (Qld) ss 87, 89, 92A, 390-1, 398, 408C, 431</i></p>	<p><b>Policy/procedure:</b></p> <ul style="list-style-type: none"> <li><a href="#">Conflict of interest procedure</a></li> <li><a href="#">Reporting fraud and corruption procedure</a></li> <li><a href="#">Financial internal controls policy</a></li> <li><a href="#">Code of Conduct</a></li> <li><a href="#">DoE Standard of Practice</a></li> </ul> <p><b>Training:</b> Nil</p> <p><b>Advice:</b> Integrity and Employee Relations</p> <p><b>Delegations/authorisations:</b> Nil</p>	<ul style="list-style-type: none"> <li>Reporting to Queensland Police Service</li> <li>Reporting to Crime and Corruption Commission</li> <li>Reporting to Integrity and Employee Relations (iRefer ; <a href="mailto:intake@qed.qld.gov.au">intake@qed.qld.gov.au</a> ; 1800 INTAKE)</li> </ul>	DDG, People and Corporate Services (Human Resources)

## General obligations

In addition to the 'compliance focus areas' outlined above, the department and its staff must be aware of, and comply with, many other legislative obligations. These are outlined in the below table and are classified as 'general obligations'. If you have queries about these obligations, please contact the lead compliance area for that obligation.

Lead compliance area	Obligations
Department-wide	<ul style="list-style-type: none"> <li>• <i>Human Rights Act 2019</i> (Qld):               <ul style="list-style-type: none"> <li>○ Interpretation of provisions must be compatible with human rights (s 48)</li> <li>○ Conduct of public entities (s 58)</li> <li>○ Complying with request from Human Rights Commissioner for information (s 78)</li> <li>○ Conciliation conference (s 81)</li> <li>○ Complying with anonymity direction (s 100)</li> </ul> </li> </ul>
State Schools Division	<ul style="list-style-type: none"> <li>• <i>Animal Care and Protection Act 2001</i> (Qld):               <ul style="list-style-type: none"> <li>○ Compliance with codes of practice (s 15)</li> <li>○ Prohibition on breaching duty of care (s 17)</li> <li>○ Using animals for scientific purposes - registration (ss 51-2, 63)</li> <li>○ Reporting obligations (s 87)</li> </ul> </li> <li>• <i>Biosecurity Act 2014</i> (Qld):               <ul style="list-style-type: none"> <li>○ General biosecurity obligation (ss 23-4)</li> <li>○ Registration of registrable biosecurity entities (ss 145-8, 156)</li> <li>○ Animal identification and tracing (ss 178-9)</li> <li>○ Movement records (ss 194-5, 197-8, 200)</li> </ul> </li> <li>• <i>Child Protection Act 1999</i> (Qld):               <ul style="list-style-type: none"> <li>○ Service delivery coordination (ss 159F, 159H)</li> <li>○ Responsibilities of SCAN members (s 159L)</li> <li>○ Confidentiality of information (ss 187-8)</li> </ul> </li> <li>• <i>Education (General Provisions) Act 2006</i> (Qld):               <ul style="list-style-type: none"> <li>○ Costs of providing State education (ss 12, 50, 55-6);</li> <li>○ Allocation of State education (ch 4);</li> </ul> </li> <li>• <i>Education (General Provisions) Regulation 2017</i> (Qld):               <ul style="list-style-type: none"> <li>○ School management (ss 4-5, 7-8-9)</li> <li>○ Property management (ss 13, 16)</li> <li>○ Religious instruction (ss 29-32)</li> <li>○ Conduct of tuckshop or other amenity (s 51)</li> <li>○ Dissolution of school councils (s 59)</li> <li>○ Sale of items at school (s 66)</li> <li>○ Refunding distance education fees (ss 71-2)</li> </ul> </li> <li>• <i>Education (Queensland Curriculum and Assessment Authority) Act 2014</i> (Qld):               <ul style="list-style-type: none"> <li>○ Opening student accounts (s 51)</li> <li>○ Information disclosed by authority (s 65)</li> <li>○ Confidentiality (s 85)</li> <li>○ Provision of test scripts and assessment documents to authority (ss 87-A)</li> </ul> </li> <li>• <i>Education (Work Experience) Act 1996</i> (Qld):               <ul style="list-style-type: none"> <li>○ Work experience – administration (ss 6-8)</li> </ul> </li> <li>• <i>Family and Child Commission Act 2014</i> (Qld):               <ul style="list-style-type: none"> <li>○ Information sharing (ss 27, 35)</li> </ul> </li> </ul>

Lead compliance area	Obligations
	<ul style="list-style-type: none"> <li>○ School councils (ch 6 – ss 95(4)-(5), 107(3), 109, 113, 116(6))</li> <li>○ Enrolment matters (ss 156, 165-75)</li> <li>○ Compulsory schooling – exemption (ss 189-92) and cancellation of exemption (ss 194-7)</li> <li>○ Compulsory participation – exemption (ss 248-51); miscellaneous (ss 251B, 251D)</li> <li>○ Cancellation of enrolment (ch 12, pt 3, div 8)</li> <li>○ Dress code (ch 12, pt 9)</li> <li>○ Scholarships and allowances (s 369)</li> <li>○ Transfer notes (ss 386-7)</li> <li>○ Internal reviews (s 392)</li> <li>○ Kindergarten learning programs (ss 419C, 419F-G)</li> <li>○ Miscellaneous school matters, including: school annual reports (s 423), parent and teacher discussions (s 424), student reports (s 425), school records and reports (s 429)</li> </ul> <ul style="list-style-type: none"> <li>● <i>Family Responsibilities Commission Act 2008</i> (Qld): <ul style="list-style-type: none"> <li>○ Notices about school enrolment (s 41)</li> <li>○ Participating in conferences (s 60)</li> <li>○ Information request (s 93)</li> <li>○ False or misleading statements (ss 125-6)</li> <li>○ Confidentiality (s 147)</li> </ul> </li> <li>● <i>Public Health Act 2005</i> (Qld): <ul style="list-style-type: none"> <li>○ Disclosure of student information for school health program (s 213AD)</li> </ul> </li> <li>● <i>Student Identifiers Act 2014</i> (Cth): <ul style="list-style-type: none"> <li>○ Destruction of personal information (s 11)</li> <li>○ Verifying or giving student identifiers – request to Registrar (s 14)</li> <li>○ Protection of information (ss 16-7)</li> </ul> </li> </ul>
People and Corporate Services Division	<p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>● <i>Education (Queensland College of Teachers) Act 2005</i> (Qld): <ul style="list-style-type: none"> <li>○ Requirement for return of certificate of registration or permission to teach is suspended or cancelled (s 64)</li> <li>○ Disclosure of other change in circumstances (other than police information) (s 71)</li> <li>○ Requirement to notify College about certain dismissals of teachers (s 78)</li> <li>○ Principal to provide information to College on request (s 79)</li> <li>○ Teacher must not supervise or assess work of a teacher or student teacher unless they are a registered teacher (s 83)</li> <li>○ Offence to misrepresent nature of registration or permission to teach (s 84)</li> </ul> </li> <li>● <i>Integrity Act 2009</i> (Qld): <ul style="list-style-type: none"> <li>○ Requesting Integrity Commissioner's advice (s 15)</li> </ul> </li> </ul> <p><b>Human Resources cont.</b></p> <ul style="list-style-type: none"> <li>● <i>Work Health and Safety Act 2011</i> (Qld) (cont.): <ul style="list-style-type: none"> <li>○ Prohibitions related to WHS entry permit holders (ss 144-5, 147-8)</li> <li>○ Compliance with regulator notice (s 155)</li> <li>○ Compliance with requirements/directions from inspectors (ss 165(2), 171, 177, 185, 188-90, 193, 197, 200, 210)</li> <li>○ Review of decisions, including review by commission (s 229B)</li> <li>○ Compliance with court order (s 242)</li> <li>○ Offences to give false or misleading information (s 268)</li> <li>○ Maintaining confidentiality (s 271)</li> </ul> </li> <li>● <i>Work Health and Safety Regulation 2011</i> (Qld): <ul style="list-style-type: none"> <li>○ Personal protective equipment (ss 44-7) <ul style="list-style-type: none"> <li>○ Hazardous noise (ss 57)</li> <li>○ Management of risk of fall (ss 78-9)</li> </ul> </li> </ul> </li> </ul>

Lead compliance area	Obligations
	<ul style="list-style-type: none"> <li>• <i>Public Service Act 2008</i> (Qld): <ul style="list-style-type: none"> <li>○ Public service management and employment principles (ss 25-A)</li> <li>○ Work performance and personal conduct (s 26)</li> <li>○ Merit principle (ss 27-9)</li> <li>○ Equality of employment opportunity, including annual reporting (ss 30-1, 34)</li> <li>○ Reports, including assisting with commission reviews (ss 37(3), 88J) or administrative inquiries (s 88P) and reporting to Minister (s 39)</li> <li>○ Chief executive's responsibilities and autonomy (ss 98-100)</li> <li>○ Senior executive numbers, classifications and contracts (ss 109(3)), 113-4)</li> <li>○ Staffing, including appointment matters (ss 119-23, 126-8), termination, suspension etc (ss 137, 138), general and temporary employees (ss 149-C), false or misleading statements (s 171), keeping selection panel information confidential (s 172), mental or physical incapacity (ss 176-7, 179-AA), and miscellaneous obligations (ss 180, 182-4)</li> <li>○ Disciplinary action (ss 188-A, 188B-92)</li> <li>○ Appeals (ss 211-2 214)</li> </ul> </li> <li>• <i>Public Service Regulation 2018</i> (Qld): <ul style="list-style-type: none"> <li>○ Employee records (ss 17-9)</li> </ul> </li> <li>• <i>Work Health and Safety Act 2011</i> (Qld): <ul style="list-style-type: none"> <li>○ Further duties of persons conducting business or undertaking (pt 2, div 3)</li> <li>○ Consultation, representation and participation – various provisions (pt 5, divs 1-2 and 5)</li> <li>○ Health and safety representatives, including determining work groups (ss 51-3), elections (s 61), representatives' obligations (ss 70, 72-4) <ul style="list-style-type: none"> <li>▪ <i>Also see Regulation 2011 – work groups (ss 16-7), elections (ss 18-9), removal (s 20) and training (s 21)</i></li> </ul> </li> <li>○ Issue resolution (ss 81-1) <ul style="list-style-type: none"> <li>▪ <i>Also see Regulation 2011 – ss 22-3</i></li> </ul> </li> </ul> </li> <li>• <i>Workers' Compensation and Rehabilitation Act 2003</i> (Qld): <ul style="list-style-type: none"> <li>○ Employer's legal liability (s 46)</li> <li>○ Employer's insurance requirements, including obligation to insure (ss 48, 51), premiums (ss 54, 56, 58, 61-2), liability for excess (ss 66-7)</li> <li>○ Compensation, including applications (ss 131-2A), compensation for day of injury (s 144)</li> <li>○ Worker must notify return to work (s 136)</li> <li>○ Employer obligations for rehabilitation, including appointment of rehabilitation and return to work coordinator (s 226), workplace rehabilitation procedure (s 227)</li> <li>○ Protection of injured workers (ss 232B-D)</li> <li>○ Worker's election to seek treatment, care and support damages (s 232V)</li> <li>○ Employer to cooperate with WorkCover (s 280)</li> <li>○ Worker to undergo medical examination (s 282)</li> <li>○ No obstruction or impersonation of authorised officer, or providing false or misleading information (s 532H-J)</li> <li>○ Applying for an internal review (s 542) or appeal (ss 550-1)</li> <li>○ Disclosure, including pre-existing injuries or medical conditions (s 571B)</li> <li>○ Prohibition on accessing documents for employment purposes (s 572A)</li> </ul> </li> </ul> <p><b>Legal Services</b></p> <ul style="list-style-type: none"> <li>• <i>Copyright Act 1968</i> (Cth): various provisions, including: <ul style="list-style-type: none"> <li>○ Copyright infringement (ss 36-39A, 101-3) and acts not constituting infringement (pt III, divs 3-4B and div 7)</li> <li>○ Library copying (ss 49-50, 113H, 113J, 200AB)</li> <li>○ Disability access (ss 113E-F)</li> <li>○ Statutory education licences, including statutory broadcast, text and artistic works licence (s 113P)</li> <li>○ Crown copyright (s 177)</li> </ul> </li> </ul>



Lead compliance area	Obligations
	<ul style="list-style-type: none"> <li>○ No contravention of arbitration order (s 102C)</li> <li>○ Prohibition of discriminatory, coercive or misleading conduct (ss 104, 107-9, 115)</li> </ul> <p><b>Information and Technologies Branch</b></p> <ul style="list-style-type: none"> <li>● <i>Public Records Act 2002</i> (Qld):                             <ul style="list-style-type: none"> <li>○ Public records more than 25 years old (s 10) or more than 30 years old (s 12)</li> <li>○ Continuing access to particular records using technology/equipment (s 14)</li> <li>○ Applying for review of archivist's decision about disposal (s 39)</li> <li>○ Complying with a request for production, access or examination of records (s 47)</li> <li>○ Return of unlawfully possessed records (s 49)</li> </ul> </li> <li>● <i>Right to Information Act 2009</i> (Qld):                             <ul style="list-style-type: none"> <li>○ Publication scheme (s 21)</li> </ul> </li> </ul>
Infrastructure Services	<p><b>Infrastructure Services:</b></p> <ul style="list-style-type: none"> <li>● <i>Fire and Emergency Services Act 1990</i> (Qld):                             <ul style="list-style-type: none"> <li>○ Power to require information or documents (ss 58C-D)</li> <li>○ Fire wardens – compliance with code of practice or commissioner's direction (s 76)</li> </ul> </li> <li>● <i>Building Fire Safety Regulation 2008</i> (Qld):                             <ul style="list-style-type: none"> <li>○ Evacuation routes (ss 7-9, 11, 13)</li> <li>○ Occupancy (ss 15-6)</li> <li>○ Prescribed fire safety installations (ss 54-5A)</li> <li>○ No false or misleading documents (s 70)</li> <li>○ Retaining plans and documents (s 71)</li> </ul> </li> </ul>

Lead compliance area	Obligations	
Policy, Performance and Planning	<p><b>Strategy and Performance Branch:</b></p> <ul style="list-style-type: none"> <li>• <i>Education (General Provisions) Act 2006</i> (Qld): <ul style="list-style-type: none"> <li>○ Annual reporting requirements about directions to people on school premises (s 358)</li> </ul> </li> <li>• <i>Education (Accreditation of Non-State Schools) Act 2017</i> (Qld): <ul style="list-style-type: none"> <li>○ Administrative support to the Non-State Schools Accreditation Board (s 120)</li> </ul> </li> <li>• <i>Financial Accountability Act 2009</i> (Qld): <ul style="list-style-type: none"> <li>○ Annual report (s 63) <ul style="list-style-type: none"> <li>▪ Also see <i>Standard 2019</i> – ss 46-7</li> </ul> </li> </ul> </li> <li>• Financial and Performance Management Standard 2019 (Qld): <ul style="list-style-type: none"> <li>○ Strategic and operational plans (s 8)</li> <li>○ Performance management (ss 9-10)</li> <li>○ Risk (s 23)</li> </ul> </li> <li>• <i>Human Rights Act 2019</i> (Qld): <ul style="list-style-type: none"> <li>○ Annual reporting requirements (s 97)</li> <li>○ Human rights reporting to the Human Rights Commissioner (s 98)</li> </ul> </li> <li>• <i>Public Sector Ethics Act 1994</i> (Qld): <ul style="list-style-type: none"> <li>○ Annual reporting about code of conduct (s 12M(2))</li> </ul> </li> <li>• <i>Public Service Act 2008</i> (Qld): <ul style="list-style-type: none"> <li>○ Customer complaints system and reporting (s 219A)</li> </ul> </li> <li>• <i>Right to Information Act 2009</i> (Qld): <ul style="list-style-type: none"> <li>○ Requirement to make policies publicly available (s 20)</li> </ul> </li> </ul>	<p><b>Strategic Policy and Intergovernmental Relations Branch:</b></p> <ul style="list-style-type: none"> <li>• <i>Australian Education Act 2013</i> (Cth): <ul style="list-style-type: none"> <li>○ Grants of financial assistance to States and Territories (pt 2 – ss 22-24)</li> <li>○ Ongoing policy requirements for approved authorities (s 77) <ul style="list-style-type: none"> <li>▪ Also see <i>Regulation 2013</i> – ss 42-3, 46-8, 53-58B, 60</li> </ul> </li> <li>○ Ongoing funding requirements for approved authorities (s 78) <ul style="list-style-type: none"> <li>▪ Also see <i>Regulation 2013</i> – ss 34-5, 37, 39-40</li> </ul> </li> </ul> </li> <li>• <i>Australian Education Regulation 2013</i> (Cth): <ul style="list-style-type: none"> <li>○ Condition of financial assistance – recovering amounts (s 11)</li> <li>○ Ongoing policy and funding requirements for authorities and bodies (s 29)</li> </ul> </li> <li>• <i>Schools Assistance (Learning Together – Achievement Through Choice and Opportunity) Act 2004</i> (Cth): <ul style="list-style-type: none"> <li>○ Conditions of financial assistance (s 14)</li> </ul> </li> </ul>
Early Childhood and Education Improvement	<ul style="list-style-type: none"> <li>• <i>Community Services Act 2007</i> (Qld): <ul style="list-style-type: none"> <li>○ List of declared funding must be kept and published (s 13)</li> <li>○ Chief executive must notify funded entities about a funding declaration (s 14)</li> <li>○ Cooperative approach to working with a funded entity (s 15)</li> <li>○ Report by authorised officer (s 17)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <i>Community Services Act 2007</i> (Qld) (cont.): <ul style="list-style-type: none"> <li>○ Authorised officers, including identity cards (ss 28-9, 32), entering places (ss 34-5, 39-40), requiring information (s 43), and duty to avoid inconvenience or minimise damage (s 45)</li> <li>○ Direction by chief executive (s 63)</li> </ul> </li> </ul>



Lead compliance area	Obligations	
	<ul style="list-style-type: none"> <li>○ Compliance notice (ss 18-9)</li> <li>○ Interim managers for funding (ss 20-1, 53-5, 58-9)</li> </ul>	<ul style="list-style-type: none"> <li>○ Remuneration (s 70)</li> <li>○ Providing accounts and reports to funded entity (s 72)</li> <li>○ Reviewable decisions (ss 75, 78)</li> <li>○ Confidentiality (ss 91-2)</li> </ul>
Office of the Director-General	<p><b>Finance Branch</b></p> <ul style="list-style-type: none"> <li>● <i>A New Tax System (Australian Business Number) Act 1999</i> (Cth):                             <ul style="list-style-type: none"> <li>○ ABN registration (s 5)</li> <li>○ Obligations if registered (pt 2, div 5)</li> <li>○ Australian Business register – administration matters (pt 3, divs 10-11)</li> </ul> </li> <li>● <i>A New Tax System (Goods and Services Tax) Act 1999</i> (Cth):                             <ul style="list-style-type: none"> <li>○ Administration, collection and recovery (s 2-30)</li> <li>○ Taxable supply (when to charge GST) (div 9)</li> <li>○ Creditable acquisition (when to claim GST refund – input tax credit) (div 11)</li> <li>○ GST registration and tax period (divs 23, 25, 27, 29)</li> <li>○ GST return, payment and refund (divs 31, 33, 35)</li> <li>○ GST exemptions (GST-free, input taxed, etc), GST special rules and interpretations (chs 3, 4, 5, 6)</li> </ul> </li> <li>● <i>A New Tax System (Wine Equalisation Tax) Act 1999</i> (Cth):                             <ul style="list-style-type: none"> <li>○ Wine tax – rules for taxability, exemption, taxable value (pt 2)</li> <li>○ Wine tax credits (pt 4, div 17)</li> <li>○ Payment and refunds (pt 5)</li> </ul> </li> <li>● <i>Charitable and Non-Profit Gaming Act 1999</i> (Qld):                             <ul style="list-style-type: none"> <li>○ P&amp;C can run fundraising events on behalf of state schools (s 10(1)(b))</li> </ul> </li> <li>● <i>Financial Accountability Act 2009</i> (Qld):                             <ul style="list-style-type: none"> <li>○ Providing information for consolidated whole-of-government financial statements (s 26)</li> <li>○ Repayment of incorrectly paid amounts (s 37)</li> <li>○ False or misleading documents or information to Treasurer (ss 46-7)</li> <li>○ Liability for borrowing fee (s 56)</li> </ul> </li> </ul>	<p><b>Finance Branch cont.</b></p> <ul style="list-style-type: none"> <li>● <i>Income Tax Assessment Act 1997</i> (Cth):                             <ul style="list-style-type: none"> <li>○ Establishing and maintaining a deductible gift recipient find to provide deductions for gifts or donations (ch 2, pt 2-5, div 30, sub-divs 30A-B)</li> </ul> </li> <li>● <i>Superannuation Guarantee (Administration) Act 1992</i> (Cth):                             <ul style="list-style-type: none"> <li>○ Liability of employers to pay superannuation guarantee charge (pt 3)</li> <li>○ Choice of funds (pt 3A)</li> </ul> </li> <li>● <i>Superannuation (State Public Sector) Act 1990</i> (Qld):                             <ul style="list-style-type: none"> <li>○ Payment of contributions to default fund (s 15B) or another fund (s 15D)</li> <li>○ Furnishing returns (s 17)</li> <li>○ Not providing false or misleading information, documents etc (s 26)</li> <li>○ False declarations (s 29)</li> </ul> </li> <li>● <i>Taxation Administration Act 1953</i> (Cth):                             <ul style="list-style-type: none"> <li>○ General interest charge (pt IIA and sch 1, ch 3)</li> <li>○ Prosecutions and offences (pt III)</li> <li>○ Collection and recovery of income tax and other liabilities (sch 1), including: Pay As You Go (PAYG), payment for supply, capital proceedings involving foreign residents and taxable Australian property, GST payable on taxable supplies of certain real property, and payer obligations, reporting, registration and penalties</li> <li>○ Record-keeping obligations (sch 1, ch 5, pt 5-25)</li> </ul> </li> <li>● <i>Taxation Administration Act 2001</i> (Qld):                             <ul style="list-style-type: none"> <li>○ Power to waiver and write off liability (pt 4, div 4)</li> </ul> </li> </ul>

Lead compliance area	Obligations
	<ul style="list-style-type: none"> <li>○ Annual financial statements and annual reports (ss 62-3) <ul style="list-style-type: none"> <li>▪ <i>Also see Standard 2019 – ss 38, 41-2, 46</i></li> </ul> </li> <li>○ Accountable officer responsibilities (ss 68-75)</li> <li>○ Key positions, including chief finance officer (s 77), head of internal audit (s 78) <ul style="list-style-type: none"> <li>▪ <i>Also see Standard 2019 – s 54</i></li> </ul> </li> <li>○ Banking arrangements, including special purpose accounts and avoiding overdrafts (ss 83-4)</li> <li>○ Reports about derivative transactions (s 86) <ul style="list-style-type: none"> <li>▪ <i>Also see Standard 2019 – ss 56-7</i></li> </ul> </li> <li>● Financial and Performance Management Standard 2019 (Qld): <ul style="list-style-type: none"> <li>○ Resource management, including establishing a system (s 11), and management of cash (s 19), liabilities (s 20), contingencies (s 21), financial information (s 22) and risk (s 23)</li> <li>○ Annual financial statements (ss 38, 41-2, 46)</li> <li>○ Commercialisation (ss 52-3)</li> </ul> </li> <li>● <i>Fringe Benefits Tax Assessment Act 1986</i> (Cth): <ul style="list-style-type: none"> <li>○ Working out FBT and employee benefits (pt IIA)</li> <li>○ Type and calculation of fringe benefits (pt III)</li> <li>○ Liability to tax (pt IV)</li> <li>○ Return and assessments (pt V)</li> </ul> </li> <li>● <i>Fuel Tax Act 2006</i> (Cth): <ul style="list-style-type: none"> <li>○ Fuel tax credits for business and non-business (ch 3, pt 3-1, divs 41-2)</li> <li>○ Working out fuel tax credit (ch 3, pt 3-1, divs 43-4)</li> <li>○ Common rule: net fuel amount, return, refunds and payment (ch 4, pt 4-1)</li> </ul> </li> <li>○ Registration of charitable institutions (pt 11A)</li> </ul> <p><b>Procurement Services Branch:</b></p> <ul style="list-style-type: none"> <li>● <i>Financial Accountability Act 2009</i> (Qld): <ul style="list-style-type: none"> <li>○ Functions of accountable officers and statutory bodies (s 61)</li> </ul> </li> <li>● Financial and Performance Management Standard 2019 (Qld): <ul style="list-style-type: none"> <li>○ Contract performance guarantee systems (s 32)</li> </ul> </li> </ul> <p><b>Internal Audit Branch:</b></p> <ul style="list-style-type: none"> <li>● Financial and Performance Management Standard 2019 (Qld): <ul style="list-style-type: none"> <li>○ Internal audit functions (ss 24-30)</li> </ul> </li> </ul>