

**Queensland College of Teachers**

# **Statement of Affairs**

## **2009**

A statement issued in accordance with section 18 of the  
*Freedom of Information Act 1992*.

The Queensland College of Teachers is a statutory body established  
under the *Education (Queensland College of Teachers) Act 2005*.

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## STRUCTURE AND FUNCTIONS OF THE QCT

### Structure and organisation

The Queensland College of Teachers ('the QCT') is a Queensland government statutory authority, established in January 2006, and constituted under the *Education (Queensland College of Teachers) Act 2005* ('the Act'). The QCT replaced the former Board of Teacher Registration as the body responsible for the regulation of the teaching profession in Queensland.

The QCT's mandate is to regulate and govern the teaching profession in Queensland in the best interests of the public and the profession. The QCT sets professional standards and codes of practice for teachers, registers teachers and may suspend or cancel their registration, approves teacher education programs, and investigates and hears complaints about individual teachers that are relevant to their registration. The QCT also has the function of promoting the profession to the public and communicating with the public about teacher registration and related issues.

The QCT is governed by a 17-member board whose members are broadly representative of education stakeholder groups in Queensland. Eight members must be practising teachers, three of whom are elected by their peers to represent state and non-state teachers.

The following committees have been established by the QCT for effectively and efficiently performing the Board's functions:

- Corporate Governance and Risk Committee
- Internal Review Committee
- Professional Practice and Conduct Committee
- Professional Standards Committee
- Registration Committee

The Act also establishes an independent Teachers Disciplinary Committee.

The QCT has an Office in Brisbane. The Office is established under the Act to assist the Board of the QCT. The Office consists of the Director and a permanent staff establishment of 41 professional and administrative staff members, appointed under the *Public Service Act 1996*. The Office has four administrative areas: Professional Standards, Registration and Professional Conduct, Corporate Services, and the Office of the Director.

### Functions and powers

The QCT is a statutory body established by Act of Parliament under the provisions of the *Education (Queensland College of Teachers) Act 2005*.

Section 3 of the Act states the main objects of the Act as follows:

- (1) The main objects of the Act are—
  - (a) to uphold the standards of the teaching profession; and
  - (b) to maintain public confidence in the teaching profession; and
  - (c) to protect the public by ensuring education in schools is provided in a professional and competent way by approved teachers.
- (2) The objects are to be achieved mainly by—
  - (a) establishing the Queensland College of Teachers; and

- (b) conferring on the college functions and powers about—
  - (i) granting registration or permission to teach to persons; and
  - (ii) taking disciplinary action against approved teachers; and
  - (iii) monitoring compliance with and enforcing this Act; and
- (c) establishing the Office of the Queensland College of Teachers to help the college in the performance of its functions.

The major functions and powers of the QCT are defined under sections 230 - 234 of the Act, as follows:

### **230 College's functions about registration and permission to teach**

The college has the following functions about registration of, and permission to teach for, teachers in Queensland—

- (a) to be responsible to the Minister for granting registration or permission to teach to persons under this Act;
- (b) deciding how a person must satisfy initial and ongoing eligibility requirements for registration and permission to teach;
- (c) deciding applications for registration or permission to teach and applications for renewal of registration or permission to teach;
- (d) ensuring approved teachers continue to meet the eligibility requirements mentioned in paragraph (b), including, for example, monitoring the compliance of approved teachers with conditions of registration or permission to teach;
- (e) arranging checks of the criminal history of approved teachers and applicants for registration or permission to teach;
- (f) reviewing registration of teachers, and the granting of permission to teach to teachers;
- (g) reporting, and making recommendations, to the Minister about the matters mentioned in paragraph (f);
- (h) approving and monitoring preservice teacher education programs for provisional registration;
- (i) developing and applying professional standards for entry to, and continuing membership of, the teaching profession;
- (j) keeping a register of, and records relating to, approved teachers.

### **231 College's discipline and enforcement functions**

The college has the following functions about disciplining approved teachers and former approved teachers and enforcing this Act—

- (a) monitoring compliance with this Act and prosecuting persons who fail to comply with it;
- (b) receiving and assessing complaints;
- (c) conducting investigations, in relation to a complaint or on the college's own initiative, about—
  - (i) the professional conduct or competence of an approved teacher or former approved teacher; or
  - (ii) a contravention of this Act;
- (d) referring disciplinary matters to a disciplinary committee;
- (e) giving effect to and monitoring compliance with disciplinary orders;
- (f) developing and applying codes of practice about the professional conduct or practice of approved teachers.

### **232 College's other functions**

The college's functions also include the following—

- (a) undertaking or supporting reviews and research relevant to the regulation of the teaching profession, including reviews and research commissioned and funded by the Minister;
- (b) collecting data about approved teachers, and providing the data to other persons, as required or permitted under this Act;
- (c) promoting the teaching profession to the public;
- (d) advising relevant entities in Queensland and interstate regulatory authorities about the operation of this Act, as required or permitted under this Act;
- (e) informing approved teachers and the public about the operation of this Act;
- (f) reviewing the operation of this Act and reporting to the Minister about its operation;
- (g) performing other functions conferred on the college under this or another Act.

### **233 Primary considerations of college in performing its functions**

In performing its functions under this Act, the welfare and best interests of children are to be the primary considerations of the college.

### **234 Powers of college**

- (1) The college has all the powers of an individual and may, for example, do any of the following—
  - (a) enter into contracts;
  - (b) acquire, hold, dispose of, and deal with, property;
  - (c) appoint agents and attorneys;
  - (d) engage consultants;
  - (e) produce documents in performing its functions and charge for advertising in the documents;
  - (f) fix charges and other terms for services and other facilities it supplies;
  - (g) do anything else necessary or convenient to be done in performing its functions.
- (2) However, the college must not enter into an agreement about real property, including, for example, leasing premises for its accommodation, unless the Minister has approved its entering into the agreement.
- (3) Without limiting subsection (1), the college has the powers given to it under this or another Act.
- (4) The college may exercise its powers inside or outside Queensland.
- (5) Without limiting subsection (4), the college may exercise its powers outside Australia.

## **Goals and objectives**

The QCT's vision, purpose and commitments are outlined in its Strategic Plan 2008-12.

## **Vision**

The Queensland College of Teachers has a vital role in ensuring that the teaching profession in Queensland is esteemed and recognised for its high standards of professional competence and ethics.

## **Purpose**

The role of the Queensland College of Teachers is to:

- Promote the importance of teaching as a highly valued and ethical profession;
- Regulate entry to and ongoing membership of the profession;
- Develop and apply professional standards and codes of practice for teachers that reflect the values, needs and expectations of teachers, students, other educational stakeholders and society; and
- Approve and monitor preservice teacher education programs.

## **Values**

The Queensland College of Teachers believes in and is committed to:

- The importance of the role of a teacher, as a highly valued and ethical professional;
- Providing excellence in service by ensuring integrity, fairness, accountability and consistency in decision making;
- Safeguarding the welfare of students;
- Fostering the professionalism and competence of teachers; and
- Building collaborative and collegial partnerships and relationships with the profession, students, parents, employers, educational institutions and unions.

## **Goals**

### ***Strengthening Professionalism***

- To uphold and enhance the standards of the teaching profession.
- To maintain and enhance public confidence in the teaching profession.
- To support and protect the public by ensuring education in schools is provided in a professional and competent way by approved teachers.

### ***Promoting and Enhancing Teaching as a Profession***

- To take a leadership role in achieving a positive public acknowledgement of the profession.
- To create new opportunities to celebrate the contribution of the teaching profession.

### ***Supporting Quality Teaching***

- To enable and promote a vital and effective profession.

### ***Corporate Governance of the College***

- To provide efficient and effective management to support achievement of the College's functions.

## **Resources**

The QCT's operating costs are covered by income derived from registration fees. The major items of expense include salaries, general administration, occupancy, board and committee

operating expenses, legal expenses, and depreciation. Details of audited financial accounts are included in the QCT's Annual Report, available from the QCT's Office or its website.

## **HOW THE QCT'S FUNCTIONS AFFECT MEMBERS OF THE COMMUNITY**

The *Freedom of Information Act 1992* ('the FOI Act') requires the QCT to describe the ways in which its functions affect members of the community.

The benefits of the teacher registration system to the general public include a contribution to the quality of teaching and learning in schools through ensuring that teachers meet professional standards established by the QCT; a contribution to the quality of teacher education in the State through approval and monitoring of preservice teacher education programs; and a measure of protection for children through the refusal to register a teacher who cannot satisfy the QCT that he or she is suitable to teach, and the application of investigative and disciplinary provisions regarding teachers.

Since registration is a prerequisite for employment, the QCT assists employing authorities and the community by ensuring that all teachers employed in Queensland schools have provided evidence of being suitable to teach, and that they meet the QCT's professional standards. Newly-registered teachers must satisfy the QCT that they have met the QCT's professional standards at an appropriate level before being granted full registration. The QCT also provides advice to teachers, especially teachers from interstate and overseas, as to how they may satisfy requirements for teaching in Queensland. A requirement for fully registered teachers to renew their registration every five years helps ensure that teachers continue to meet professional standards and remain suitable to teach.

Through its consultative work with higher education institutions and its function of approving preservice teacher education programs, the QCT promotes the development of preservice teacher education programs which reflect the needs of Queensland schools in terms of curriculum approaches and guidelines.

The QCT is also empowered to receive complaints about teachers that could affect their registration, to investigate disciplinary matters and compliance with the Act, and to take disciplinary action against teachers. Grounds for disciplinary action include conviction of a serious offence or other indictable offence, failure to comply with certain conditions of registration, and incompetence in performing the work of a teacher. Disciplinary action which may be taken by the QCT ranges from issuing a warning or reprimand to the teacher, to suspending or cancelling registration. These provisions prevent a teacher who is found not suitable to teach from seeking employment in any school in the State.

## **ARRANGEMENTS FOR PUBLIC PARTICIPATION IN POLICY FORMULATION**

The FOI Act requires the QCT to describe any arrangements that exist to enable members of the community to participate in the formulation of the QCT's policy and the exercise of its functions.

The governing body of the QCT, the Board, as constituted under the *Education (Queensland College of Teachers) Act 2005*, is broadly representative of the education field, being composed of nominees of Government and non-Government teacher employing authorities, teacher unions, higher education institutions, and community groups involved in education, as well as elected registered teachers.

The Board meets monthly at the QCT's Office to develop and approve policies and procedures, conduct general business and set the QCT's strategic direction. Meetings of the Board are closed to the public but members of the public may contact the Chair or any member of the Board about any issue related to the business of the Board.

The QCT's committees and working parties comprise Board members and additional representatives, usually teachers and individuals with expertise in a particular area.

Workshops and meetings are held from time to time to encourage public participation in QCT policy formulation, and consultation documents on major policy proposals are widely disseminated for comment and feedback. Opportunities are also provided for web-based input.

Finally, teachers and members of the public may draw matters to the QCT's attention through direct correspondence with the College's Office.

## **DOCUMENTS HELD BY THE QCT**

The FOI Act requires the QCT to describe the various kinds of documents it usually holds.

The following types of documents are held by the Office of the Queensland College of Teachers:

- the Register of Approved Teachers
- agendas and minutes of meetings of the following:
  - Board of the QCT
  - QCT Committees
  - QCT Working Parties
- administration files relating to the day-to-day operations of the QCT
- correspondence files relating to teacher registration and teacher education
- professional conduct files
- internal procedures manuals
- documents relating to corporate services functions including financial and expenditure matters

The publicly available part of the Register of Approved Teachers is available via the QCT website ([www.qct.edu.au](http://www.qct.edu.au)) and can also be inspected at the QCT Office.

The following documents and publications are available via the QCT website and/or in print from the QCT Office (some may available only for inspection at the Office):

- Policy booklets *Professional Standards for Queensland Teachers, Program Approval Guidelines*
- Annual Report 2006
- Strategic Plan 2008-12
- Statement of Affairs
- newsletter *QCT Connection* (to be renamed from 2008)
- *QCT Research Digest*
- Service Charter
- Reports published by the QCT:
  - Numeracy in Teacher Education: The Way Forward in the 21st Century*, A report of the Numeracy in Preservice Teacher Education Working Party, Board of Teacher Registration (released by the QCT in March 2006)

- Annual Reports, brochures and newsletters of the former Board of Teacher Registration
- Various other reports published by the former Board of Teacher Registration, eg:

*Action for the 1990s: Inservice Cooperation in Queensland*

*Australia in Asia: Implications for Teacher Education in Queensland*

*Responding to Literacy Needs: Implications for Teacher Educators and Training Consultants*

*Welcoming New Teachers: Report of the Working Party on the Induction of Provisionally Registered Teachers*

*Welcoming New Teachers: Report of the Working Party on the Induction of Provisionally Registered Teachers - Executive Summary*

*Towards a Learning Community: Report of the Working Party on the Proposed Queensland Teacher Professional Development Consortium*

*Higher Education Course Planning Survey 1991*

*Teaching of Languages Other Than English (LOTE): Implications for Teacher Education and Teacher Registration*

*Students with Special Educational Needs in Local Schools: Implications for Teacher Education and Development*

*Environmental Education: An Agenda for Preservice Teacher Education in Queensland*

*Yatha: Aboriginal and Torres Strait Islander Studies in Teacher Education*

*Learning to Teach: Report of the Working Party on the Practicum in Preservice Teacher Education*

*Knowledge and Competence for Beginning Teaching: Report of a Policy Development Initiative*

*Meeting the Diversity of Students' Needs in the Inclusive School*

*Implications of Social Justice Issues for Teacher Education*

*Working with Young Adolescents: Report of the Working Party on the Preparation of Teachers for Teaching Young Adolescents*

*Making Your Professional Development Count: A Report of the Queensland Consortium for Professional Development in Education*

*Self-directed Professional Development*

*Work as Professional Development*

*Partnerships in Teacher Education*

*Induction Project 1997: An Evaluation*

*On Disk, On Line: PD and IT*

*Literacy in Teacher Education: Standards for Preservice Programs*

*Networks@Work*

*A New Beginning: Overseas Teachers and the Queensland Education Context*

*Numeracy in Teacher Education: The Way Forward in the 21st Century*

*Teacher Registration in Queensland*

## **LITERATURE AVAILABLE FROM THE QCT**

The FOI Act requires the QCT to describe the literature available from it by subscription services or mailing lists. These are as follows:

- QCT Annual Report
- QCT newsletter, *QCT Connection*
- *QCT Research Digest*

These documents are all available on the QCT website ([www.qct.edu.au](http://www.qct.edu.au)).

## THE QCT'S ADVISORY BODIES

Under the FOI Act the QCT must list all boards and committees that are part of, or have been established for the purpose of advising, the agency and whose meetings are open to the public or whose minutes are available for public inspection.

Members of the QCT Board are appointed by the Governor in Council, on the recommendation of the Minister for Education and Training and Minister for the Arts, normally for a three-year term. The Chair, who is nominated by the Minister, is appointed for up to four years.

Under the Act, membership of the Board is as follows:

- (a) 1 nominee of the Minister;
- (b) 1 nominee of the chief executive;
- (c) 1 nominee of the Queensland Catholic Education Commission;
- (d) 1 nominee of the Association of Independent Schools of Queensland Inc.;
- (e) 2 persons who are practising teachers, of whom—
  - (i) 1 is to be nominated by the Queensland Teachers' Union; and
  - (ii) 1 is to be nominated by the Queensland Independent Education Union of Employees;
- (f) 1 nominee of the Queensland Public Sector Union who is a registered teacher;
- (g) 1 nominee of the Higher Education Forum who is a practising teacher educator;
- (h) 2 persons who, at the time of appointment, are parents or guardians of students enrolled at a school, of whom—
  - (i) 1 is to be nominated by the Queensland Council of Parents and Citizens' Associations Incorporated; and
  - (ii) 1 is to be nominated jointly by the Federation of Parents and Friends Associations of Catholic Schools in Queensland and the Queensland Independent Schools Parents Council Inc.;
- (i) 3 persons who are practising teachers, of whom—
  - (i) 2 are to represent State schools and are to be nominated by the chief executive; and
  - (ii) 1 is to represent non-State schools and is to be nominated jointly by the Queensland Catholic Education Commission and the Association of Independent Schools Queensland;
- (j) 3 persons who are practising teachers, of whom—
  - (i) 2 are to be employed by the State and elected by registered teachers who identify themselves as affiliated with State schooling; and
  - (ii) 1 is to be employed by the employing authority for a non-State school and elected by registered teachers who identify themselves as affiliated with non-State schooling;
- (k) 1 other nominee of the Minister who—
  - (i) must represent the interests of the community generally in the conduct and practice of the teaching profession; and
  - (ii) is not a practising teacher.

Eligible Board members are paid sitting fees for attendance at Board or committee meetings.

Under the Act, the QCT must establish a Professional Practice and Conduct Committee and the membership and functions of this committee are specified in the Act. The Act also states that the QCT must establish a committee to conduct internal reviews of decisions.

Under section 259 of the *Education (Queensland College of Teachers) Act 2005*, the Board may establish committees of the Board for effectively and efficiently performing the Board's functions.

The Board has appointed six standing committees, each chaired by a member of the Board. The composition and major terms of reference of all QCT committees are listed below. While membership of Board standing committees is as widely representative as practicable, meetings are not open to the public.

### **Professional Practice and Conduct Committee**

Terms of Reference:

- To consider disciplinary matters referred to it by the QCT (s.97);
- To receive the reports of investigations authorised by the QCT (s.201);
- To authorise an investigation if it believes further information is required before it can decide a disciplinary matter. (s.109);
- To hear and decide disciplinary matters requiring only minor disciplinary action (i.e. issuing a warning or reprimand or accepting an undertaking from a teacher) (s.95,105);
- To refer a matter to the Teachers Disciplinary Committee if it reasonably believes that, if the allegation were proven, major disciplinary action (such as cancellation or suspension of registration/permission to teach, imposition of a condition or conditions on registration/permission to teach, payment of a fine or the imposition of costs) could be warranted. (s.115,160); and
- To provide advice to the QCT as required on suitability to teach issues relating to applications for registration or permission to teach, or for the renewal of registration or permission to teach.

Membership:

The PP&C committee must consist of 3 members of the Board of the QCT.

Of the 3 committee members—

- (a) 2 must be registered teachers; and
- (b) 1 must not be a registered teacher.

The QCT must appoint one of the committee members to be the committee's chairperson.

### **Professional Standards Committee**

Terms of Reference:

- To oversee the development, application and monitoring of the Professional Standards for Teachers;
- To deal with and determine applications for approval of pre-service teacher education courses;
- To oversee the development, application and monitoring of the CPL Framework;
- To oversee the development, application and monitoring of policies and guidelines for Returning to Teaching programs and to endorse appropriate programs developed by external providers; and

- To provide advice to the Board of the College on policy issues relating to provisional and full registration, permission to teach, renewal processes and the approval of preservice teacher education programs.

#### Membership:

- The Chair of the Registration Committee;
- Two members of the Board of the QCT who must be practising teachers, at least one of whom must be an elected teacher representative;
- A member of the Board of the QCT who is a parent or community representative;
- One additional Board member;
- Three nominees of the Deans of Education Forum;
- Two nominees of Education Queensland, one of whom must be a practising teacher;
- A nominee of Queensland Catholic Education Commission;
- A nominee of Association of Independent Schools of Queensland;
- The Assistant Director (Professional Standards) in the Office of the QCT;
- A nominee of the Director of the Queensland Studies Authority; and
- Three practising teachers who are not Board members of whom:
  - Two are identified by the Queensland Teachers Union;
  - One is identified by the Queensland Independent Education Union.

The Committee is chaired by one of the Board members selected by the QCT Board.

### **Registration Committee**

#### Terms of Reference:

- To deal with and determine:
  - The eligibility for teacher registration of applicants whose academic and professional qualifications and experience do not meet the standard requirements for registration;
  - Applications for full registration that are not supported by the registrant's principal;
  - Applications from approved teachers for review of conditions on their registration, and cases of teachers who are failing to comply with conditions on their registration.
- To provide advice to the Board of the QCT on policy issues relating to the approval of applications for full and provisional registration and policy issues relating to conditions on registration (apart from conditions concerning suitability to teach).

#### Membership:

- A member of the Board of the QCT (as Chair);
- One additional Board member;
- A nominee of the Deans of Education Forum;
- A nominee of the Director of the Office of the QCT;
- A nominee of Education Queensland;
- A nominee of Queensland Catholic Education Commission;
- A nominee of Association of Independent Schools of Queensland; and
- Two registered teachers who are not Board members of whom:
  - One is identified by the Queensland Teachers Union;
  - One is identified by the Queensland Independent Education Union.

### **Internal Review Committee**

**Terms of Reference:**

- To deal with applications for internal review under section 210 of the Act;
- To conduct the reviews and make recommendations in accordance with the requirements of section 211 of the Act.

**Membership:**

- Two members of the QCT Board (as Chair and Deputy Chair);
- Ten non-Board members of whom:
  - Two are nominated by the major teacher employers (1 by DETA and 1 jointly by QCEC and ISQ);
  - Two are nominated by the teacher unions (1 by QTU and 1 jointly by QIEU and QPSU);
  - Two are practising teachers;
  - Two are practising teacher educators nominated by the HEF;
  - One is a community representative nominated jointly by the parent groups represented on the Board and the Minister's community nominee to the Board; and
  - One is a staff member from the Office of the College nominated by the Director.

**The committee is to be convened for particular cases as follows:****A. For reviews arising from:**

- QCT decisions based on suitability to teach
- QCT decisions regarding conditions of registration/PTT or the QCT's suspension or cancellation of registration/PTT for failure to comply with a condition, where the condition is part of a disciplinary decision
- PP&C Committee decisions

The Committee will consist of the following, with a quorum of three:

- Committee Chair;
- Five non-Board members of whom:
  - One is a member nominated by the major teacher employers;
  - One is a member nominated by the teacher unions;
  - One is a practising teacher with an understanding of professional conduct issues;
  - One is the community representative nominated jointly by the parent groups represented on the Board and the Minister's community nominee to the Board; and
  - One is a staff member from the Office of the College nominated by the Director.

**B. For reviews arising from:**

- QCT decisions based on professional practice requirements
- QCT decisions regarding conditions of registration/PTT or suspension or cancellation of registration/PTT for failure to comply with a condition, where the condition has been imposed in order to ensure the person meets the professional practice requirements or where the condition is a returning to teaching condition
- QCT decisions concerning approval of preservice teacher education programs

The Committee will consist of the following, with a quorum of four:

- Committee Chair;
- Six non-Board members of whom:
  - One is a member nominated by the major teacher employers;
  - One is a member nominated by the teacher unions;
  - One is a practising teacher with an understanding of teaching qualifications and professional standards;
  - One is a practising teacher educator nominated by the HEF;
  - One is the community representative nominated jointly by the parent groups represented on the Board and the Minister's community nominee to the Board; and
  - One is a staff member from the Office of the College nominated by the Director.

The Internal Review Committee does not include persons involved in the making of the original decision to which the appeal relates.

### **Corporate Governance and Risk Committee**

Terms of Reference:

- To review the College's compliance with relevant legislation and government policy, including financial reporting, accounting policies and disclosures, ensuring compliance with its statutory responsibilities;
- To oversee the College's internal and external audit relationships, including the charter, authority and effectiveness of the internal audit function;
- To monitor the College's investment policy and performance of fund investments;
- To provide advice to the Board of the College on:
  - The College's Annual Budget;
  - The College's Annual Financial Statements prior to their submission to the Board for approval;
  - The development of the College's Strategic Plan;
  - Compliance matters, including regulatory and statutory compliance procedures, codes of conduct, policies and ethical matters as they relate to the Board;
  - Risk management, including maintenance of a risk register, understanding key risk areas, and progress of outstanding issues on the register;
  - Corporate Governance including systems of internal control, internal audit activities and any reports issued by internal and external auditors;
  - ICT issues;
  - Reviewing significant transactions which are not part of the College's normal business;
  - Initiating and supervising special investigations;
  - Other matters referred to the Committee by the Board.

Membership:

- Three Board members, with specific skills or interest in Governance and Risk. One member will act as the Chair and another as deputy Chair;
- The Director of the Office of the College (or nominee);
- An external representative with high-level financial or audit expertise;
- An external representative with high-level ICT expertise; and
- An external representative with high-level corporate governance expertise.

The Committee may request any officer or employee of the College or the College's legal counsel, investment advisor or auditor to attend a meeting of the Committee or to meet with any members of, or consultants to, the Committee.

The Committee Chair is one of the three Board members and is selected by the College Board. All Committee members will be financially literate or become financially literate within a reasonable period of appointment.

Section 124 of the Act establishes the Teachers Disciplinary Committee as a committee independent of the Board. Members are nominated by the Minister and appointed by the Governor in Council for a term of up to four years.

### **Teachers Disciplinary Committee**

Terms of Reference:

- To conduct hearings, and make decisions, about disciplinary matters referred to the committee by the QCT or the PP&C Committee (s.129);
- To authorise an investigation if it believes further information is required before it can decide a disciplinary matter. (s.106);
- To consider on a 'show cause' basis whether a teacher who has been convicted of a serious offence should have their registration/permission to teach cancelled or some other disciplinary sanction imposed. (s.101,102); and
- To review, on a submission basis, the continuation of instances of immediate suspension of registration/permission to teach. (s.53).

Membership:

The Teachers Disciplinary Committee consists of the following persons nominated by the Minister—

- (a) 1 lawyer of at least 5 years standing who is familiar with school environments;
- (b) 2 registered teachers; and
- (c) 2 persons who are not registered teachers.

The persons mentioned in (b) and (c) must be nominated from a list of persons given to the Minister by the Chairperson of the Board of the QCT.

## ACCESS TO THE QCT'S DOCUMENTS

As far as possible the QCT endeavours to make documents available that will obviate the necessity for formal applications to be made under the *FOI Act*.

Copies of policy documents or records relating to an applicant's personal affairs are available for inspection by arrangement at the Office of the Queensland College of Teachers. Queries should be directed to the FOI Coordinator, by email ([enquiries@qct.edu.au](mailto:enquiries@qct.edu.au)) or phone (07) 3377 4777.

Formal requests made under the *FOI Act* for access to documents held by the Queensland College of Teachers should be **in writing** and should be posted to:

The FOI Coordinator  
Queensland College of Teachers  
PO Box 389  
TOOWONG Q 4066

or delivered in person to:

The FOI Coordinator  
Queensland College of Teachers  
10th Floor  
Sherwood House  
39 Sherwood Road  
TOOWONG Q 4066

***All applications requesting access to documents that do not concern the applicant's personal affairs must be accompanied by a \$38.00 application fee. No application fee is charged for access to documents that concern the applicant's personal affairs.***

For documents that do not concern an applicant's personal affairs, the QCT may also charge for photocopying (20 cents per A4 page) or for reasonable costs incurred in otherwise preparing the document for viewing by the applicant. Charges are also levied (unless financial hardship can be claimed) for time spent by the QCT in searching for or retrieving a document, or making, or doing things related to making a decision on a non-personal application for access. This charge is \$5.80 for each 15 minutes or part of 15 minutes. If the total time spent is likely to be more than 2 hours, the QCT will notify the applicant of expected charges and ask whether the applicant wishes to proceed with the application.

Applications may be made for amendment of documents concerning an applicant's personal affairs, where the documents contain information that is inaccurate, incomplete, out-of-date or misleading. Applications should be directed to the FOI Coordinator. They must be in writing, must specify an address to which a reply may be sent, and must specify the particulars to be amended.

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