

Terms of Reference

Queensland Representative School Sport Implementation Working Group (QRSS-IWG)

Purpose

The Queensland Representative School Sport – Implementation Working Group (QRSS-IWG) has been established to provide advice to the Queensland Representative School Sport – Board (QRSS-B) and the Assistant Director-General, Disability, Inclusion and Student Services to lead the implementation of the 2020 Queensland Representative School Sport Review recommendations.

Guiding principles



Performance-based outcomes

Create safe, affordable and equitable representative school sport pathways with an unrelenting focus on excellence, engagement and wellbeing for staff and students. Monitor the performance, efficiency and effectiveness of the representative school sport program.



Evidence-based

Provide evidence based recommendations to support and guide strategic direction and ensure alignment of decision-making processes across the statewide program.



Fit-for-purpose

Create inclusive and equitable opportunities and access for all Queensland students at all levels of representative school sport, being responsive to community needs and departmental priorities.



Trust and transparency

Establish clear and transparent governance arrangements, support entities to make impartial and ethical decisions that uphold human rights, promote confidence, demonstrate accountability, and withstand legal and public scrutiny of the representative school sport program.



Risk-based

Make recommendations for representative school sport that balance opportunity and risk to achieve the strategic priorities and objectives for Queensland Representative School Sport.

Responsibilities

- provide a platform for collaborative consultation and strategic thinking in relation to Queensland Representative School Sport's (QRSS) improvement agenda;
- provide expert advice, recommendations and proposals to the QRSS-B and Assistant Director General, Disability, Inclusion and Student Services to support the implementation of improvement activities arising from the 2020 review of Queensland School Sport;
- provide expert insight on the feasibility of review recommendations and improvement initiatives;
- lead the development and implementation of the Queensland Representative School Sport Implementation Plan 2021–23;
- provide a forum for the Department and key stakeholders to discuss emerging issues and strategies to resolve issues as they arise during implementation of the Queensland Representative School Sport Implementation Plan 2021–23;
- identify the resource implications, policy and administrative changes that will be required as a result of implementing the Queensland Representative School Sport Implementation Plan 2021–23;
- develop effective communication to drive implementation of policy and administrative changes across regions, schools, stakeholders and business units;
- consider human rights in all actions and decision making; and
- escalate issues to the QRSS-B or delegated authority as appropriate.



Membership

Information about the QRSS-B selection processes can be found in the QRSS Business Practices Handbook – *Selection of Board members*.

Role	Position	Division/organisation
Chair	Director, QRSS	State Schools, DoE
	Director, Regional Services	Region, DoE
	Manager, QRSS	DoE
	Queensland Representative School Sport Officer (QRSSO)	Region, DoE
	Queensland Representative School Sport Officer (QRSSO)	Region, DoE
	Principal	QSPA, Region, DoE
	Principal	QASSP, Region, DoE
	Principal	Queensland Representative School Sport – Management Committee (QRSS-MC) rep, DoE
	Principal	QASEL Special School, Region, DoE
	Manager, Portfolio and Architecture	Information and Technologies, DoE
	Manager, Employee Relations	Integrity and Employee Relations
	Representative	Independent Schools Queensland
	Representative	Rural and remote education, DoE
	Representative	P&Cs Queensland



	Director, Financial Advisory Services	Finance DoE
	Representative	Inclusion advisory officer
	Representative	Queensland Catholic Education Commission
	Representative	Department of Tourism, Innovation and Sport (DTIS)
Guests	Invited and presenting guests as determined by the Chair	Various: e.g. DoE, Queensland Health
Secretariat	QRSSO	State Schools – Operations, DoE



Committee operations

The Queensland Representative School Sport – Implementation Working Group is an advisory body. All working group decisions are underpinned by legislation, policies and procedures applicable to the Department of Education.

Parent entity

The parent entity is the Queensland Representative School Sport Board (QRSS-B).

Subordinate groups

QRSS – Sport Executive Implementation Working Group

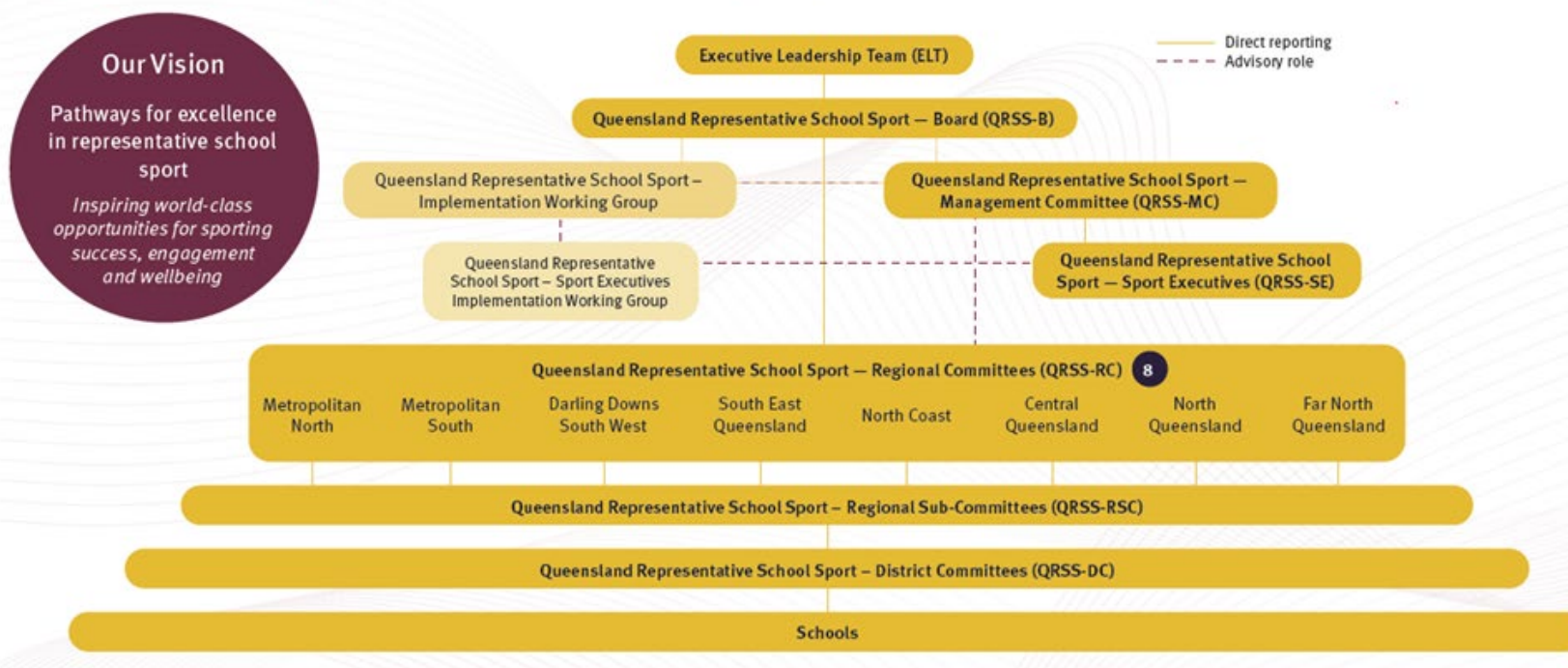
Meeting frequency

The Queensland Representative School Sport – Implementation working Group meets its responsibilities through regular meetings and specific purpose meetings focussed on strategic direction, performance and governance accountability.

The Queensland Representative School Sport – Implementation Working Group will meet in accordance with the annual activity plan [*template available [here](#)*] at least once each school term, or as determined by the Chair.



Queensland Representative School Sport governance model



Naming Conventions and Acronyms

Name	Acronym
Queensland Representative School Sport	QRSS
Queensland Representative School Sport – Board	QRSS-B
Queensland Representative School Sport – Management Committee	QRSS-MC
Queensland Representative School Sport – Sport Executive	QRSS-SE
Queensland Representative School Sport – Regional Committee	QRSS-RC
Queensland Representative School Sport – Regional Sub-Committee	QRSS-RSC
Queensland Representative School Sport – Districts	QRSS-D
Queensland Representative School Sport Officer	QRSSO

Reporting and referral relationships

The Queensland Representative School Sport – Implementation Working Group through the Chair, prepares and submits the following to the QRSS-B:

- Annual Implementation Plan, with a culminating Annual Report 12 months later.

All reports are endorsed by the Chair prior to submission to the board.

Regular reports to this Working Group include:

- QRSS – SEIWG Action Plans are prepared and submitted, with a culminating Annual Report 12 months later.

Version: 1.0	CM reference: 22/677221
Date of approval	02/02/2023

