

ACT EDUCATION DIRECTORATE SCHOOL EVENTS - INVITATION PROPOSAL

PLEASE NOTE - ALL INVITATIONS FOR THE MINISTER, OR INVITATIONS TO/FROM OTHER MEMBERS OF THE LEGISLATIVE ASSEMBLY (MLA), OR MEMBERS OF PARLIAMENT (MP) MUST BE DIRECTED THROUGH SCHOOL OPERATIONS IN THE FIRST INSTANCE.

This form is to be used to request the attendance of the Minister for Education (or a substitute representative as determined by the Minister), or any other official visitors at School Events organised by schools, the P&C Association, or the broader ACT Education Directorate. It is also to be used to seek prior approval if a school is approached to host an event for an external body.

Please complete all fields, ensuring details are correct and return to SchoolOperations@act.gov.au All invitations will be acknowledged as having been received and are to be submitted a minimum of three months prior to the event where possible.

KEY DIRECTIVES

- All schools must invite the Minister for Education before any other invitations to or from MLAs and/or MPs are considered.
- The Minister for Education should have a specific role in all school events she/he attends.
- The Minister's Office must first agree to the proposed attendance of other parties **BEFORE they are invited** to attend.
- Any approaches to schools to host events must be given the Minister's approval to proceed prior to the school's agreement, and the Minister must be invited to attend.
- If MLAs or MPs make a request to attend an event, agreement must be sought from the Minister's Office **BEFORE the request is accepted.**
- School Operations will liaise with the Directorate Liaison Officer on the school's behalf to:
 - determine the Minister's availability to attend;
 - seek agreement for proposed invited guests; and
 - seek approval to host events.

NOTE: All invitations / queries must be directed to School Operations and **NOT** to the Minister's Office.

- The Minister's Office will notify the school whether the Minister's accepts / declines the invitation within two weeks from the date the Invitation Proposal is submitted. Please note, unforeseen commitments arising in the Minister's calendar may result in a change to the Minister's availability. The Minister's Office will advise as soon as possible if any such changes occur.
- Should the Minister be unable to attend, the Minister's Office may organise for an MLA or Directorate representative to attend in the Minister's place.
- If the school is hosting an event for an external organisation, the school must immediately advise the event planner that the invited guest list must be submitted to School Operations, and an invitation issued to the Minister.
- The Minister's Office considers all invitations equally and a number of factors must be taken into consideration. This includes the amount of notice given prior to the event and whether the Minister has attended an event at the School in the preceding 12 month period.
- Any changes to the program or the Minister's responsibilities must be advised to School Operations in writing a minimum of two weeks prior to the event.
- Any event cancellations must be advised in writing to School Operations.

EVENT DETAILS

School Name			
Event Title			
Date of Event			
Type of Event	<input type="checkbox"/> Graduation Ceremony	<input type="checkbox"/> Award Presentation	<input type="checkbox"/> Special Assembly
	<input type="checkbox"/> Official Opening	<input type="checkbox"/> End of Year Event	<input type="checkbox"/> Launch of Initiative
	<input type="checkbox"/> Other (please specify)		
Brief description of the Event and educational purpose			
Time of Event	Start Time		Finish Time
Summary of the Minister for Education's proposed role in the Event			
Is the Minister for Education required to speak at the Event?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
What time would the Minister for Education be required to attend the Event?			What is the proposed time commitment of the Minister for Education?
Event Venue			
Venue Address			
Event Organiser	<input type="checkbox"/> School	<input type="checkbox"/> P&C	<input type="checkbox"/> Other (please specify)
Key Contact Person			
Phone Number			
Email Address			

Order of Proceedings Please consider the logistical requirements should it be necessary for the Minister for Education to leave prior to the conclusion of the event.		
Is Catering Provided	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Arrival location and parking arrangements <i>(reserved parking space required)</i>		
Who will meet the Minister for Education on arrival?		
Other proposed invited guests		
Expected media <i>(please describe the expected media coverage)</i>		
Has the Minister for Education attended any other events at the school in the previous 12 months?	<input type="checkbox"/> YES Provide detail below	<input type="checkbox"/> NO
Additional Information <i>(school achievements / celebration points)</i>		

SCHOOL OPERATIONS USE ONLY

Date Proposal Received in School Operations		Date Submitted to Minister's Office	
Responsible Officer School Operations		TRIM Reference Number	
Date School Notified of Outcome		Accepted <input type="checkbox"/>	Declined <input type="checkbox"/>
Date			
Protocol Brief Required	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date Required By	
Protocol Brief Prepared By		Date sent to Minister's Office	

Izzard, Belinda

From: Abbott, Janet on behalf of Education DLO
Sent: Tuesday, 21 November 2017 4:27 PM
To: EDU, School Operations
Cc: Brighton, Meg; Fleck, Katrina; McGarvey, Caitlin; EDUMCR; EDU Media
Subject: REQUEST: MIn17/1236 Lake Ginninderra College Graduation invite (Thu 14th Dec AIS Arena) [SEC=UNCLASSIFIED]
Attachments: BERRY Event Proposal_.docx

Good afternoon

Title/Question	PROTOCOL Lake Ginninderra College Awards 14 December 2017
Action	Protocol please
Responsibility	OFS
Response type	Protocol brief. No speaking notes required
TRIM	Min17/1236
Date due	30/11/17 – DD-G 7/12/17 – MO
Clearance	DD-G
Comment	Please contact Janet Abbott at EDUDLO@act.gov.au if you have questions.

Kind regards

Janet Abbott
 Education Directorate Liaison Officer
 Phone + 61 2 6205 0291 | Email: EduDLO@act.gov.au
 Office of Yvette Berry MLA
 Minister for Education and Early Childhood Development



I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.

From: Parker, Lisa (ACTEDU)
Sent: Thursday, 16 November 2017 9:53 AM
To: 'barr@act.gov.au'; 'berry@act.gov.au'; 'cheyne@parliament.act.gov.au'; Dunne, Vicki; 'kikkert@parliament.act.gov.au'; 'ramsay@act.gov.au'
Subject: Lake Ginninderra College Graduation invite (Thu 14th Dec AIS Arena)

Dear Chief Minister Barr and MLA's of Ginninderra,

Lake Ginninderra College has a tradition of inviting sitting members for Ginninderra to present awards at our College Graduation.

Where & when:

Our ceremony is being held at the AIS Arena on Thursday 14th December.

Timing:

The whole Graduation is from 6.30pm to 8.30pm.

The Special Awards requiring **Guest Presenters is between 6.40pm to 7.10pm.**

Presentation of Certificates is between 7.20pm to 8.05pm.

Roles of Presenters:

No speeches are required.

Basically when a Faculty, Community or Academic award is announced a presenter is introduced and asked to present the award and shake the winners hand.

Normally each MLA presents at least 2 awards.

We understand that your time is precious and this function may not be possible for you to attend. However, if you could indicate via an email response whether you can attend, it would be much appreciated.

Kind regards,

Lisa Parker | Staffing/Excursions Administrator/Personal Assistant to Principal

☎ 02 6142 0223 📠 02 6142 0226 ✉ lisa.parker@ed.act.edu.au

University of Canberra Senior Secondary College Lake Ginninderra | Education Directorate | ACT Government

2 Emu Bank Belconnen ACT 2617

ANNIVERSARY





Yvette Berry MLA

MINISTER FOR EDUCATION and EARLY CHILDHOOD DEVELOPMENT

Event proposal for attendance by Minister

Urgent response required

Event title	UCSSC Lake Ginninderra Graduation 2017
Type of Request	<input type="checkbox"/> Opening <input type="checkbox"/> Site Visit <input type="checkbox"/> Launch Ceremony
Proposed time and day/date	Thursday 14 th December 2017 6.30-7.10pm – Special Awards 7.20-7.40pm – Session 1 Graduands (optional) 7.45-8.05pm – Session 2 Graduands (optional)
Venue	AIS ARENA – Liverier Street, BRUCE ACT
Purpose of event and background information	College Graduation Ceremony
Minister's role	Present Award Winners and/or Graduands
Will a speech be required	No
Target audience	College Community
Expected Number of Guests	600-700 guests
Proposed MLAs/VIPs invited	Ginninderra MLA's, Federal Reps and various Education Directorate guests.
Event Organiser's contact details	1) Graeme Budd (A/Deputy Principal) graeme.budd@ed.act.edu.au 2) Gerard Barrett (Deputy Principal) gerard.barret@ed.act.edu.au

Izzard, Belinda

From: Abbott, Janet
Sent: Monday, 4 December 2017 4:01 PM
To: Glavinic, Ana
Subject: RE: Lake Ginninderra College Graduation [SEC=UNCLASSIFIED]

Can you please update the protocol package in TRIM and let me know when any necessary changes are made?

Janet Abbott | Education Directorate Liaison Officer
P 02 6205 0291 | Email: EduDLO@act.gov.au
Office of Yvette Berry MLA, Minister for Education and Early Childhood Development

From: Glavinic, Ana
Sent: Monday, 4 December 2017 2:30 PM
To: Abbott, Janet
Subject: FW: Lake Ginninderra College Graduation [SEC=UNCLASSIFIED]

Hi Janet,

There has been a change in roles for Natalie and Minister Berry.
Can you please let me know who I forward this on to.

Kind regards,
Ana Glavinic
Senior Officer School Improvement – North | School Improvement Branch
Phone:+61 02 620 59132 | Email: ana.glavinic@act.gov.au
School Performance and Improvement | Education | ACT Government
Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling | GPO Box 158 Canberra ACT 2601 |
<http://www.education.act.gov.au/>

From: Budd, Graeme [<mailto:Graeme.Budd@ed.act.edu.au>]
Sent: Monday, 4 December 2017 2:05 PM
To: Glavinic, Ana <Ana.Glavinic@act.gov.au>
Subject: Re: Lake Ginninderra College Graduation [SEC=UNCLASSIFIED]

Hi Ana,
Did Chris Jones contact you last week to change the roles of both Yvette Berry & Natalie Howson to special award presenters only? We took them both off having stay shake each graduates hand.
Graeme Budd
Lake Ginninderra College

Sent from my iPhone

On 4 Dec 2017, at 9:20 am, Glavinic, Ana <Ana.Glavinic@act.gov.au> wrote:

Thanks Graeme have passed this on.

Kind regards
Ana Glavinic
Senior Officer School Improvement – North | School Improvement Branch
Phone:+61 02 620 59132 | Email: ana.glavinic@act.gov.au

School Performance and Improvement | Education | ACT Government
Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling | GPO Box 158 Canberra
ACT 2601 | <http://www.education.act.gov.au/>

From: Budd, Graeme [<mailto:Graeme.Budd@ed.act.edu.au>]
Sent: Wednesday, 29 November 2017 6:27 PM
To: Glavinic, Ana <Ana.Glavinic@act.gov.au>
Subject: RE: Lake Ginninderra College Graduation [SEC=UNCLASSIFIED]

Hi Ana,

Minister Yvette Berry has asked for the same information I provided for you, regarding the rundown of our Graduation.

Minister Berry was going to be given the same roles as the DG except she would present for the L-Z graduates rather than the A-K graduates that the DG is doing.

Can you see a protocol issue with this?

FYI – Along with the DG, we now have a number of political VIPS presenting special awards prior to the graduates...

MLA Tara Cheyne
MLA Elizabeth Kikkert
MLA Vicki Dunne
MLA Gordon Ramsay
MLA Yvette Berry


It has become a party.

We are very close to finalising our special awards breakdown, and I will forward that to you as soon as it is complete (hopefully tomorrow).

Graeme Budd
Deputy Principal
<image001.png>
2 Emu Bank, Belconnen, ACT 2617 | www.lakeonline.act.edu.au
Phone: +61 2 614 20251 | Fax: +61 2 614 20226 | Email: graeme.budd@ed.act.edu.au

From: Glavinic, Ana [<mailto:Ana.Glavinic@act.gov.au>]
Sent: Wednesday, 22 November 2017 12:25 PM
To: Budd, Graeme
Subject: RE: Lake Ginninderra College Graduation [SEC=UNCLASSIFIED]

You are amazing Graeme thanks so much.
Have a wonderful day.

Kind regards,
Ana Glavinic
Senior Officer School Improvement – North | School Improvement Branch
Phone: +61 02 620 59132 | Email: ana.glavinic@act.gov.au
School Performance and Improvement | Education | ACT Government
Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling | GPO Box 158 Canberra
ACT 2601 | <http://www.education.act.gov.au/>

From: Budd, Graeme [<mailto:Graeme.Budd@ed.act.edu.au>]
Sent: Wednesday, 22 November 2017 10:44 AM
To: Glavinic, Ana <Ana.Glavinic@act.gov.au>
Cc: Wright, Colleen (ACTEDU) <Colleen.Wright@ed.act.edu.au>
Subject: Lake Ginninderra College Graduation

Hi Ana,

I am currently organising our College Graduation for Thu 14th December at the AIS arena.

Hopefully I can answer most of your questions.

My mobile number is [REDACTED] for contact prior to and on the night.

I have attached the timing Run Down for the evening. It has highlight 2 timings where Natalie is invited to present.

1. Special Awards (640pm to 710pm) – this is where we have MLA's & other VIPs presenting various faculty awards.
 - no speeches by any presenters
 - announcers introduce presenter to present award (shake hands of winner and pose for photo)
 - 1 to 2 special awards per presenter
 - Which award is presented is yet TBC (eg English, Chinese, Vocational etc)

2. Certificate Presentation A-K (720pm to 740pm) – this is where the Principal and VIP (DG) shake hands of all certificate students
 - again no speeches by presenters

In 2016, VIP presenter Attendees were – MLA Tara Cheyne, Elizabeth Kikkert, Vicki Dunne, [REDACTED] UC Vice Chancellor, P&C reps, Kaleen & Canberra High Principals and memorial award families.

In 2017, we have again invited Ginninderra MLA's, the Education Minister as well as the Chief Minister (who is an ex-LakeG graduate). As well as the usual UC, P&C and feeder high school representatives.

Until we receive the RSVPs from these people it is not possible to determine which Special Award is presented by whom.

We have confirmed attendance of our inaugural Principal John Cope, P&C President and Board chair as well as the memorial award families. Kaleen High Principal Lana Reid & Canberra High Principal Phil Beecher as well as Substantive Principal and current DSI of Belconnen Martin Watson. [REDACTED]

[REDACTED] are apologies this year but we have not heard back from the other MLA's.

If you have any further questions please do not hesitate to ask.

Regards,

Graeme Budd
Deputy Principal
<[image001.png](#)>

2 Emu Bank, Belconnen, ACT 2617 | www.lakeonline.act.edu.au
Phone: +61 2 614 20251 | Fax: +61 2 614 20226 | Email: graeme.budd@ed.act.edu.au

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MINISTERIAL BRIEF

UNCLASSIFIED

To: Minister for Education and Early Childhood Development TRIM No: MIN18/301-

CC:

From: Deputy Director-General

Date: 10 April 2018

Subject: Speaker's Civics and Citizenship Awards Advice

Critical Date: Nil

Critical Reason: Nil

Purpose

To provide you with information about the Speaker's Civics and Citizenship Award initiated by Ms Burch MLA.

Recommendations

That you:

1. Sign the attached response to Ms Burch MLA regarding the Speaker's Civics and Citizenship Award (Attachment A); and

Agreed / Not Agreed / Please Discuss

2. Note the information contained in this brief.

Noted / Please Discuss

Yvette Berry MLA /...../.....

Minister's Office Feedback

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Background

1. On 6 March 2017 Ms Joy Burch MLA informed you of her proposal to meet with student representative councils and student parliaments in her capacity as Speaker and suggested the development of classroom resources to support ACT students learning about the ACT form of government (MIN17/213).
2. Ms Burch also requested to meet with the Director-General, ACT Education Directorate, Ms Natalie Howson to discuss these initiatives further.
3. On 30 May 2017 Ms Howson and Directorate representatives met with Ms Burch to discuss her proposals. ACT schools are already well resourced with comprehensive and innovative classroom resources for the teaching and learning of Civics and Citizenship, including resources that support the key concepts associated with the ACT form of government. The Speaker's offer to meet with student representative councils and student parliament was welcomed as an addition to the available resources.
4. It was agreed the Directorate would provide the Speaker's Office with a list of interested teachers to form a focus group to meet with the Speaker and members of the Speaker's Office in June 2017. In addition, Ms Burch also expressed her intention to send a letter to all ACT public schools offering her services.
5. In a letter dated 29 May 2018 (Attachment B) Ms Burch wrote to you about the Speaker's Civics and Citizenship Award (Civics Award) as a new initiative. The Civics Award was developed by the Office of the Legislative Assembly. It involves principals from each ACT school returning up to two award nominees from either year 5 or 6 to the Office of the Legislative Assembly by 6 July 2018.
6. The Civics Award also may involve Ms Burch visiting public schools.

Issues

7. It is difficult to assess the robustness of the Civics Award as detailed criteria for selection of the winning students has not been provided.
8. School leaders will be required to select award nominees.
9. Civics and Citizenship is covered in the Australian Curriculum: Humanities and Social Sciences learning area from year 3 to year 10. Civics and Citizenship covers government and democracy, laws and citizens, and citizenship, diversity and identity.
10. There are currently a number of programs offered to complement students' learning in in secondary school for this subject. However, there is potentially an opportunity for enriching learning experiences for students from year 4 to year 6 in the area of Civics and Citizenship.
11. An evaluation of how the Civics Award aligns with Civics and Citizenship in the Australian Curriculum for years 5 and 6 reveals the focus is on the people and processes aspect, with less emphasis on the institutions and processes involved in the Australian democracy.
12. The Civics Award may provide an opportunity for some high achieving students to go beyond describing and explaining aspects of Civics and Citizenship as outlined in the

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Australian Curriculum to exercising agency. The Civics Award is accessible to students with capacity to apply their understandings in Civics and Citizenship.

13. The Directorate would prefer an incursion program model rather than a Civics Award. An incursion model entails a guest speaker engaging students in Civics and Citizenship education at their school. A Civics and Citizenship incursion program would involve more than a few outstanding students receiving an award. It would be both equitable and accessible to groups of students in upper primary.

Financial Implications

14. Nil.

Consultation

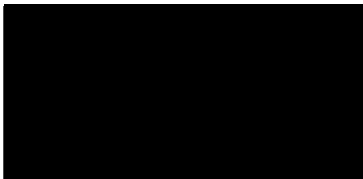
15. No broader consultation required outside Learning and Teaching branch.

Benefits/Sensitivities

16. Ms Burch only informed you of the Speaker's Civics and Citizenship Award, after Ms Burch had contacted all ACT schools. Ms Burch has indicated she will keep you updated on the further developments of this initiative.

Media Implications

17. There could be potentially media interest if Ms Burch chooses to visit schools. Ms Burch advised she will follow relevant protocol for school visits.



Meg Brighton
Deputy Director-General

a/g Director: Susan Barton Johnson	Phone:	52834
Action Officer: Jan Herold	Phone:	58528

Attachments

Attachment	Title
Attachment A	Proposed letter to Ms Joy Burch MLA
Attachment B	Letter from Ms Burch to Minister Berry

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TRIM No:



Yvette Berry MLA
Deputy Chief Minister

Member for Ginninderra
 Minister for Education and Early Childhood Development
 Minister for Housing and Suburban Development
 Minister for the Prevention of Domestic and Family Violence
 Minister for Women
 Minister for Sport and Recreation

Ms Joy Burch MLA
 Speaker
 ACT Legislative Assembly
 GPO Box 1080
 CANBERRA CITY ACT 2601

Dear Ms Burch

I refer to your letter of 29 March 2018 outlining your proposed Civics and Citizenship Award for ACT schools. It's unfortunate that you have sought to establish this program without my agreement or that of the Education Directorate and outside the spirit of the protocol that applies to school visits and communication.

I am aware that you met with the Education Directorate to discuss how the Office of the ACT Legislative Assembly might strengthen its outreach and community engagement activities. However, the Directorate have advised me that they did not agree to any specific proposals at that meeting, and that the proposed awards may be problematic and of limited educational value to students.

As you know, the Education Minister is responsible for the effective operation of ACT public schools and that I have taken a clear stance on any activities that could compromise or be seen to compromise this objective.

Nonetheless, Education Directorate officials remain available to work with the Office of the ACT Legislative Assembly Education and Engagement office on initiatives that involve ACT schools.

Yours sincerely

Yvette Berry MLA
 Minister for Education and Early Childhood Development

10 MAY 2018

AUSTRALIAN CAPITAL TERRITORY LEGISLATIVE ASSEMBLY

London Circuit, Canberra ACT 2601, Australia
 Phone +61 2 6205 0233

GPO Box 1020, Canberra ACT 2601, Australia
 Email berry@act.gov.au



@YvetteSBerry



YvetteSBerry



Speaker

Telopea Park School
Kerrie Blain
New South Wales Crescent
BARTON ACT 2600

Speaker's School Civics and Citizenship Awards

Dear Kerrie,

I am writing to invite your school to participate in the inaugural Speaker's Civics and Citizenship Awards.

The awards are aimed at recognising students who have made an outstanding contribution to their school community, or the wider community, by embodying democratic values, leadership, or civic mindedness. Under the awards scheme, participating schools are eligible to select two students from either Year 5 or Year 6 to receive an award.

Through the awards I hope to focus a greater sense of connection between the Assembly and ACT Schools, promote the Assembly's parliamentary education program and to celebrate both the study and practice of civics and citizenship by primary school students across the Territory.

To participate, please select up to two students from either years 5 and 6 who you believe have demonstrated outstanding effort and/or achievement in the area of civics and citizenship. Detailed criteria are included on the attached selection form. We would like to collect all nominations by Friday 6 July 2018, the last day of Term 2.

Following receipt of your selection, my Office will make arrangements with you to visit your school and to confer award certificates at a school Assembly or other event at a convenient time. Award certificates will include the name of the student, the name of the school and up to 30 words describing the nature of students' efforts or achievements.

If you would like more information on the awards, please don't hesitate to contact my office on (02) 6205 0020.

Yours sincerely,

Joy Burch MLA
Speaker, Legislative Assembly for the ACT

March 2018

SPEAKER'S CIVICS AND CITIZENSHIP AWARDS—SELECTION FORM FOR PRINCIPALS

Students are eligible to be selected by a school principal for receipt of the award where they have demonstrated outstanding effort or achievement in relation to:

- the civics and citizenship curriculum;
- leadership in civics and citizenship—modelling and embodying democratic values within the school or broader community;
- undertaking a project or activity that has improved the school or broader community in some significant and positive way;
- undertaking a significant and positive advocacy role in relation to matters affecting the school or broader community;
- volunteering or undertaking charity work that has supported the school or broader community in some significant and positive way; or
- representing the interests of the student body or school or broader community to decision-makers in some significant and positive way.

Name of school, school principal, and contact details		
Preferred time/date for conferring the award/s.		
	First selection	Second selection
Name of student		
Year level (5 or 6)		
Short statement— Outline the reason/s for selecting the student to receive the award. This will be included on the award (up to 40 words)		

Please return completed forms to: burch@parliament.act.gov.au; or

Office of the Speaker
GPO Box 1020
Canberra City ACT 2601

Millar, Fiona

From: Herold, Jan
Sent: Wednesday, 18 April 2018 10:03 AM
To: Education DLO; Bezear, Melanie
Cc: BartonJohnson, Susan
Subject: RE: mIn18/301 Civics and Citizenship [SEC=UNCLASSIFIED]

Hi Janet

Learning and Teaching have not received a copy of the letter.

Regards

Jan

Jan Herold | Executive Officer
Phone: + 61 2 6205 8528 | Email: jan.herold@act.gov.au
Curriculum | Learning and Teaching | Education | ACT Government
Hedley Beare Centre for Teaching and Learning | 51 Fremantle Drive Stirling ACT 2611
GPO Box 158 Canberra ACT 2601
www.det.act.gov.au

From: Abbott, Janet **On Behalf Of** Education DLO
Sent: Tuesday, 17 April 2018 1:09 PM
To: EDU, School Operations <SchoolOperations@act.gov.au>; Herold, Jan <Jan.Herold@act.gov.au>; Bezear, Melanie <Melanie.Bezear@act.gov.au>
Subject: mIn18/301 Civics and Citizenship [SEC=UNCLASSIFIED]

Hi Team

Thanks to L&T for the brief and response to Ms Burch about the Civics and Citizenship award.

Have you been able to find a copy of the letter the Speaker has written to schools?

I would like a copy when you do.

Thanks

Janet Abbott
Education Directorate Liaison Officer
Office of Yvette Berry MLA, Minister for Education and Early Childhood Development
Phone + 61 2 6205 0291 | Email: EduDLO@act.gov.au
Ministerial and Commonwealth Relations | Education | ACT Government
GPO Box 158 Canberra ACT 2600
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)



I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.

Izzard, Belinda

From: Abbott, Janet on behalf of Education DLO
Sent: Wednesday, 27 June 2018 11:47 AM
To: School Operations
Cc: Galafassi, Kirsten; Huxley, Mark; Brighton, Meg; McGarvey, Caitlin; Hucker, Penelope; EDUMCR
Subject: REQUEST MIN18/619 Protocol Gold Creek School end of year Awards Ceremony 5 December 2018 [SEC=UNCLASSIFIED]
Attachments: Gold Creek mid year and end of year presentations [SEC=UNCLASSIFIED]

Afternoon

Title/Question	Protocol Gold Creek School end of year Awards Ceremony 5 December 2018
Action	Protocol please School contact Linda Kwong
Responsibility	SO
Response type	Protocol
TRIM	Min18/619
Date due	19/11/18 – ED 21/11/18 – DD-G 28/11/18 – MO
Clearance	DD-G
Comment	Please contact Janet Abbott at EDUDLO@act.gov.au if you have questions.


Kind regards

Janet Abbott
 Education Directorate Liaison Officer
 Phone + 61 2 6205 0291 | Email: EduDLO@act.gov.au
 Office of Yvette Berry MLA
 Minister for Education and Early Childhood Development



I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.

ARRANGEMENTS BRIEF – JOY BURCH MLA (Representing Minister Berry)

FUNCTION:	Gold Creek School Whole School Awards Ceremony 2018
VENUE:	Gold Creek School Campus Gym 130 Kelleway Avenue Nicholls ACT 2913
HOST:	Angela Spence, Principal
DAY:	Wednesday
DATE:	5 December 2018
TIME:	8.45am arrival for a 9.00am start.
TIME COMMITMENT:	9.00am – 10.00am
CATERING:	Morning tea will be provided from 10.00am – 10.30am should you wish to stay.
DRESS CODE:	Business
YOUR ROLE:	Short speech and presentation of International Baccalaureate (IB) Awards/ACT Excellence Certificate for staff.
WHERE TO PARK:	A reserved parking space will be designated in the main school carpark marked with signage and cones.
WHO WILL MEET YOU:	The Principal and Deputy Principals, Samantha Beattie and Jacqueline Chapman will greet you in the school foyer upon arrival.
ADVISOR ATTENDING:	Nil
AUDIENCE:	Approximately 1500 people comprised of students and parents from the junior and senior sites of Gold Creek School.
VIPs:	Judith Hamilton – Director of School Improvement North Gungahlin 
BACKGROUND:	This year Gold Creek School celebrated 20 years.

SENSITIVITIES:	International Baccalaureate School
MEDIA:	No
OUTSTANDING REGULATORY ISSUES	Nil
ATTACHMENTS	A – Speaking notes B – Order of Ceremonies

SPEAKING NOTES FOR JOY BURCH MLA (Representing Minister Berry)

2018 GOLD CREEK WHOLE SCHOOL AWARDS CEREMONY

9.00AM 5 DECEMBER 2018

GOLD CREEK SCHOOL SENIOR SITE GYM

Acknowledgments

I acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal people. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

It is wonderful to be here today at the Gold Creek School Awards Ceremony which recognises and celebrates the academic achievements of students and staff in 2018.

I would also like to take this opportunity to congratulate Gold Creek School on reaching the 20th anniversary of providing quality education in the Gungahlin region. Reflecting upon the history of the school which was first established in September 1998, Gold Creek School was the first 'super school' in the Gungahlin region designed to cater for students from preschool through to year 10. We are very fortunate to have the school's founding Principal, Mr Bill Maiden with us here today.

Gold Creek School is comprised of three campuses across preschool, junior and senior sites and has continued to grow substantially over the past 20 years. The school has now achieved an impressive enrolment of 1296 students who are very well supported by approximately 130 members of staff.

Gold Creek School provides a world class International Baccalaureate (IB) education for students which focuses on academic excellence, rich co-curricular activities and global citizenship, and I am very much looking forward to presenting the Awards in this category.

I would also like to acknowledge the critical role played by teachers and staff both past and present who have made such a valuable contribution to the school's success. No matter how high the quality of the curriculum, the

unfailing commitment demonstrated by staff to enable students to reach their full potential, is a key factor in the school's success. I am therefore also honoured to present today the ACT Excellence Certificate for staff.

Looking now towards the future for Gold Creek School there are some exciting projects in the pipeline. The Junior Site Expansion Project will see the construction of four additional classrooms, and a double basketball court in 2019, to be followed by a new permanent building in 2020/21. There will also be an upgrade to the senior site tennis courts and the school has been the recipient of a grant to upgrade the canteen.

I wish Gold Creek School a happy 20th birthday and congratulations again to all the award winners today. I am very pleased to have been part of the celebrations and would like to say thank you to staff, students and the wider community for your continued support of Gold Creek School.

ENDS

Millar, Fiona

From: Galafassi, Kirsten
Sent: Tuesday, 24 July 2018 10:52 AM
To: Bezear, Melanie
Subject: FW: FOR ADVICE School Event - Invitation Proposal Civics and Citizenship Awards Speaker Burch- Gordon Primary School - 3 August 2018 [SEC=UNCLASSIFIED]
Attachments: School Event Invitation Proposal - Gordon Primary - 3 August 2018.pdf; Letter from Minister Berry to Speaker Burch about proposed Civics and Ci....pdf; MIN18 301 - BRIEF - Civics and Citizenship Awards to ACT schools Joy Bur....pdf; Example letter from Speaker Burch to Schools selection form for Speakerpdf

Hiya

Just fyi for you at this stage... will keep you informed as more details come to light.

Regards

Kirsten Galafassi | Assistant Manager, School Operations
 Phone: + 61 2 6205 8228 | Email: kirsten.galafassi@act.gov.au
 School Performance and Improvement Division | Education Directorate | ACT Government
 Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)



From: Abbott, Janet
Sent: Tuesday, 24 July 2018 10:43 AM
To: Huxley, Mark <Mark.Huxley@act.gov.au>
Cc: Galafassi, Kirsten <Kirsten.Galafassi@act.gov.au>; School Operations <SchoolOperations@act.gov.au>
Subject: FOR ADVICE School Event - Invitation Proposal Civics and Citizenship Awards Speaker Burch- Gordon Primary School - 3 August 2018 [SEC=UNCLASSIFIED]

Good morning

Communications reminding schools about protocols for events involving MLA's and MP's in schools has turned up an event at **Gordon PS** on **3 August 2018** for the attendance of **Speaker Burch** to present a Civics and Citizenship Award. Minister Berry has not been invited to attend the event.

Kirsten is contacting the principal to find out how far arrangements have progressed.

I have attached a letter sent to Speaker Burch earlier this year and a brief on the proposed Civics and Citizenship Awards (MIN18/301).

Looking forward to receiving your advice.

Kind regards

Janet

Janet Abbott | Education Directorate Liaison Officer
 P 02 6205 0291 | Email: EduDLO@act.gov.au
 Office of Yvette Berry MLA, Minister for Education and Early Childhood Development

From: Galafassi, Kirsten
Sent: Monday, 23 July 2018 5:25 PM
To: Abbott, Janet <Janet.Abbott@act.gov.au>
Cc: Bezear, Melanie <Melanie.Bezear@act.gov.au>
Subject: School Event - Invitation Proposal - Gordon Primary School - 3 August 2018 [SEC=UNCLASSIFIED]

Good afternoon Janet

Please find attached for your information and action, an invitation proposal submitted to School Operations today for the attendance of the Speaker of the ACT Legislative Assembly at Gordon Primary School on 3 August 2018.

As previously agreed, can you please copy School Operations into your response to the school, and we will await a TRIM workflow to be assigned if any further work is required.

Thank you.

Kirsten Galafassi | Assistant Manager, School Operations

Phone: + 61 2 6205 8228 | Email: kirsten.galafassi@act.gov.au

School Performance and Improvement Division | Education Directorate | ACT Government

Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling | GPO Box 158 Canberra ACT 2601

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EVENT DETAILS

School Name	Gordon Primary School			
Event Title	Civics & Citizenship Award			
Date of Event	3 August 2018			
Type of Event	<input type="checkbox"/> Graduation Ceremony	<input checked="" type="checkbox"/> Award Presentation	<input type="checkbox"/> Special Assembly	
	<input type="checkbox"/> Official Opening	<input type="checkbox"/> End of Year Event	<input type="checkbox"/> Launch of Initiative	
	<input type="checkbox"/> Other (please specify)			
Brief description of the Event and educational purpose	Speaker of the ACT legislative Assembly attending school assembly to present her Civics and Citizenship Award to a student			
Time of Event	Start Time	2pm	Finish Time	2.50pm
Summary of Minister's proposed role in the Event	n/a			
Is the Minister required to speak at the Event?	<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
What time would the Minister be required to attend the Event?	n/a		What is the proposed time commitment of the Minister?	n/a
Event Venue	Gordon Primary School Assembly hall			
Venue Address	Knoke Ave Gordon			
Event Organiser	Ms Kylie Libbis (Teacher)			
Key Contact Person	Ms Kylie Libbis (Teacher)			
Phone Number	62055955			
Email Address	Kylie.Libbis@ed.act.edu.au			

Millar, Fiona

From: Abbott, Janet
Sent: Sunday, 19 August 2018 5:58 PM
To: Galafassi, Kirsten
Subject: FW: GORDON PS Civics and Citizenship [SEC=UNCLASSIFIED]

Follow Up Flag: Follow up
Flag Status: Completed

Hi Kirsten

Just wanted to make sure we touch base and organise the student from Gordon PS to come into the Assembly to receive their award from the Speaker.

Janet

From: Galafassi, Kirsten
Sent: Wednesday, 1 August 2018 4:28 PM
To: Abbott, Janet <Janet.Abbott@act.gov.au>
Subject: RE: GORDON PS Civics and Citizenship [SEC=UNCLASSIFIED]

Hi Janet

Just giving you a bit of an update on this – I was unable to speak with the Principal, Murray Bruce today as he was in an immersion visit all day however I had a discrete conversation with his EA who was going to pass on the information. I have asked her to have Murray call you asap to discuss the way forward. I reiterated that it was information not be shared until otherwise instructed.

No further communication has occurred so I'll hand this one back to you – hope that's ok.

Regards

Kirsten Galafassi | Assistant Manager, School Operations
 Phone: + 61 2 6205 8228 | Email: kirsten.galafassi@act.gov.au
 School Performance and Improvement Division | Education Directorate | ACT Government
 Hedley Beare Centre for Teaching and Learning. 51 Fremantle Drive, Stirling | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)



From: Abbott, Janet
Sent: Tuesday, 31 July 2018 5:56 PM
To: Galafassi, Kirsten <Kirsten.Galafassi@act.gov.au>
Cc: School Operations <SchoolOperations@act.gov.au>
Subject: GORDON PS Civics and Citizenship [SEC=UNCLASSIFIED]

Hi Kirsten

Could you please coordinate with Gordon PS about the civics and citizenship event scheduled for 3 August 2018?

I would like to suggest the students come in to the Assembly to receive the award.

Can you give me a call so we can organise details?

Thanks

Janet

Janet Abbott | Education Directorate Liaison Officer

P 02 6205 0291 | Email: EduDLO@act.gov.au


Office of Yvette Berry MLA, Minister for Education and Early Childhood Development

Millar, Fiona

From: Galafassi, Kirsten
Sent: Tuesday, 6 November 2018 9:21 AM
To: Abbott, Janet
Subject: RE: Opening Calwell ACCESS Program Mln18/1116 [SEC=UNCLASSIFIED]

Follow Up Flag: Follow up
Flag Status: Completed

Hi Janet



Also, just a heads up that I've received an Invitation Proposal from Bonython Primary that I'm about to send through – it's another of those ones where Joy Burch has approached the school directly to attend an assembly to present her Civics and Citizenship Award to a year 6 student on 12 November.

I spoke to the Principal, Mark Warwick late last week and told him that these types of events need the prior approval of the Minister and it's not likely to get through but I'm pretty sure they've already agreed she can attend. Over to you on that one.

Thanks
Kirsten

Izzard, Belinda

From: Millar, Fiona
Sent: Tuesday, 6 November 2018 1:57 PM
To: Scarlett, Tracey (ACTEDU)
Subject: further information required for Calwell High School Graduation - 13 December 2018 [SEC=UNCLASSIFIED]
Attachments: EDU18-1958 Calwell High School Graduation 13 December 2018 5.30pm.docx;
MIN18-430 Calwell High School 13 December 2018 5.30pm.docx

Hi Tracey

Minister Berry and the Deputy Director General, Meg Brighton, will be attending the Calwell High School Graduation on the 13th of December 2018.

I have been asked to put together two protocol briefs around this. Could you please assist me by filling in any details that are missing from the attached templates?

Kind regards

Fiona

Fiona Millar | A/g Senior Officer School Improvement

Phone: +61 2 6205 7194 | Email: fiona.millar@act.gov.au

School Performance and Improvement | Education | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601

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TRIM: EDU18/1958

Deputy Director-General

Name of function	Calwell High School Year 10 Graduation 2018
Venue	Calwell Performing Arts Theatre, Calwell High School 111 Casey Crescent, Calwell ACT 2905
Host individual or organisation	Bruce McCourt, Principal
Host's phone number	[REDACTED]
Day and date	Thursday 13 December 2018
Time	9.00am
Time commitment	Approximately 1.5 hours
Dress	Business
Parking arrangements	There will be a parking spot reserved at the front of the Theatre
Deputy Director-General's role	Presentation of Year 10 Portfolios
Speech	No
Greeting arrangements	The Principal will greet you at the front of the school upon arrival
Media	No
VIP	Minister Berry Representative – Ms Joy Burch MLA, Speaker ACT Legislative Assembly.
Attachments	A – Order of Ceremonies B- Guest list C – Parking Map D – School background information E - Speech

Meg Brighton
Deputy Director-General
13 December 2018

ACT EDUCATION DIRECTORATE SCHOOL EVENTS - INVITATION PROPOSAL

PLEASE NOTE - ALL INVITATIONS FOR THE MINISTER, OR INVITATIONS TO/FROM OTHER MEMBERS OF THE LEGISLATIVE ASSEMBLY (MLA), OR MEMBERS OF PARLIAMENT (MP) MUST BE DIRECTED THROUGH SCHOOL OPERATIONS IN THE FIRST INSTANCE.

This form is to be used to request the attendance of the Minister for Education (or a substitute representative as determined by the Minister), or any other official visitors at School Events organised by schools, the P&C Association, or the broader ACT Education Directorate. It is also to be used to seek prior approval if a school is approached to host an event for an external body.

Please complete all fields, ensuring details are correct and return to SchoolOperations@act.gov.au All invitations will be acknowledged as having been received and are to be submitted a minimum of three months prior to the event where possible.

KEY DIRECTIVES

- All schools must invite the Minister for Education before any other invitations to or from MLAs and/or MPs are considered.
- The Minister for Education should have a specific role in all school events she/he attends.
- The Minister's Office must first agree to the proposed attendance of other parties **BEFORE they are invited** to attend.
- Any approaches to schools to host events must be given the Minister's approval to proceed prior to the school's agreement, and the Minister must be invited to attend.
- If MLAs or MPs make a request to attend an event, agreement must be sought from the Minister's Office **BEFORE the request is accepted.**
- School Operations will liaise with the Directorate Liaison Officer on the school's behalf to:
 - determine the Minister's availability to attend;
 - seek agreement for proposed invited guests; and
 - seek approval to host events.

NOTE: All invitations / queries must be directed to School Operations and **NOT** to the Minister's Office.

- The Minister's Office will notify the school whether the Minister's accepts / declines the invitation within two weeks from the date the Invitation Proposal is submitted. Please note, unforeseen commitments arising in the Minister's calendar may result in a change to the Minister's availability. The Minister's Office will advise as soon as possible if any such changes occur.
- Should the Minister be unable to attend, the Minister's Office may organise for an MLA or Directorate representative to attend in the Minister's place.
- If the school is hosting an event for an external organisation, the school must immediately advise the event planner that the invited guest list must be submitted to School Operations, and an invitation issued to the Minister.
- The Minister's Office considers all invitations equally and a number of factors must be taken into consideration. This includes the amount of notice given prior to the event and whether the Minister has attended an event at the School in the preceding 12 month period.
- Any changes to the program or the Minister's responsibilities must be advised to School Operations in writing a minimum of two weeks prior to the event.
- Any event cancellations must be advised in writing to School Operations.

EVENT DETAILS

School Name	Calwell High School		
Event Title	Year 10 Graduation		
Date of Event	13/12/2018		
Type of Event	<input checked="" type="checkbox"/> Graduation Ceremony	<input type="checkbox"/> Award Presentation	<input type="checkbox"/> Special Assembly
	<input type="checkbox"/> Official Opening	<input type="checkbox"/> End of Year Event	<input type="checkbox"/> Launch of Initiative
	<input type="checkbox"/> Other (please specify)		
Brief description of the Event and educational purpose	Year 10 Graduation. Celebrate achievements of our year 10 students		
Time of Event	Start Time	9:00	Finish Time 12:30
Summary of the Minister for Education's proposed role in the Event	Present Year 10 portfolios		
Is the Minister for Education required to speak at the Event?	<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO
What time would the Minister for Education be required to attend the Event?	9:00	What is the proposed time commitment of the Minister for Education?	1:30
Event Venue	Calwell Performing Arts Theatre		
Venue Address	Calwell High School 111 Casey Crescent Calwell		
Event Organiser	<input checked="" type="checkbox"/> School	<input type="checkbox"/> P&C	<input type="checkbox"/> Other (please specify)
Key Contact Person	Tracey Scarlett		
Phone Number	02 6142 1957		

Email Address	Tracey.scarlett@ed.act.edu.au
----------------------	-------------------------------

Order of Proceedings Please consider the logistical requirements should it be necessary for the Minister for Education to leave prior to the conclusion of the event.	
Is Catering Provided	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Arrival location and parking arrangements <i>(reserved parking space required)</i>	Front of Theatre and school. Spot will be reserved
Who will meet the Minister for Education on arrival?	SRC
Other proposed invited guests	No
Expected media <i>(please describe the expected media coverage)</i>	No
Has the Minister for Education attended any other events at the school in the previous 12 months?	<input type="checkbox"/> YES Provide detail below <input checked="" type="checkbox"/> NO
Additional Information <i>(school achievements / celebration points)</i>	

SCHOOL OPERATIONS USE ONLY

Date Proposal Received in School Operations		Date Submitted to Minister's Office	
Responsible Officer School Operations		TRIM Reference Number	
Date School Notified of Outcome		Accepted <input type="checkbox"/>	Declined <input type="checkbox"/>
Date			
Protocol Brief Required	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date Required By	
Protocol Brief Prepared By		Date sent to Minister's Office	

Congratulatory Speech – Ms Joy Burch

1. I would like to acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal people and the Wreck Bay people. I honour the elders – past, present and future – the future elders who sit and learn amongst us in our schools. I honour those elders as the first teachers of culture and language and the enduring custodians of this beautiful country.
2. Tonight, we celebrate! We celebrate your completion of year 10, the end of high school. We celebrate your achievements and successes. Most importantly, your teachers, families and friends are here to celebrate you!
3. Each one of you has successfully completed your studies, a challenge requiring commitment, focus and perseverance. You have all reached an important milestone in your education.
4. From here, some of you already have a clear path towards your future, others are standing at a fork in the road and considering your options. That is okay. We are all different. Our communities need diversity in skills and interests. Whatever you choose from here, be brave and use the knowledge you have gained over the past four years to guide you through your next challenges.
5. I remember leaving high school and feeling unsure about what was next however I was also confident that I had the ability to work through it. My teachers helped me to see that no matter what lay before me, I had what it took to work through it. I left high school knowing that I was supported and that I could always check in with my teachers if I needed help.

6. Dream big. Have ambition. Your time at Calwell High School hasn't just taught you how to write essays and complete complex maths equations. It has taught you to be resilient and given you the tools to be inquisitive and adaptable to meet the inevitable knock-backs along the way and overcome them.
7. School has taught you about culture, values and history, important qualities in your development and maturity. You have learnt about making decisions and the consequences that follow.
8. Your teachers have supported your learning and watched you grow. They are invested in your futures and success, so if you need that little bit of advice or reassurance, reach out and ask them, or take comfort in knowing they are there, just like I did when I was leaving school.
9. As you head off to different colleges and experiences, know that you are supported by your teachers, take the time to remember your high school years, the good times and the low times, the friendships and connections. These are your foundations and the stepping stones into your future.
10. Parents, you should be commended. Look around at the faces in this room. You have got them through! You should be proud of your achievements too. Your guidance, love and influence has made today possible. Thank you for your time, energy and dedication in raising these young people.
11. Congratulations Year 10, you did it! Thank you for inviting me to share in your celebrations, be proud of your achievements,

celebrate your successes and move on into 2019 ready to face your next chapter.

END.

Izzard, Belinda

From: BERRY
Sent: Tuesday, 6 November 2018 5:24 PM
To: Cook, Graeme (ACTEDU)
Cc: Abbott, Janet
Subject: RE: Event Proposal - Yvette Berry

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: TRIM

Dear Graeme,

Thank you for inviting Minister Berry to the Melba Copland Secondary School Graduation and Awards Ceremony. She would be glad to attend and I have now scheduled this in her diary.

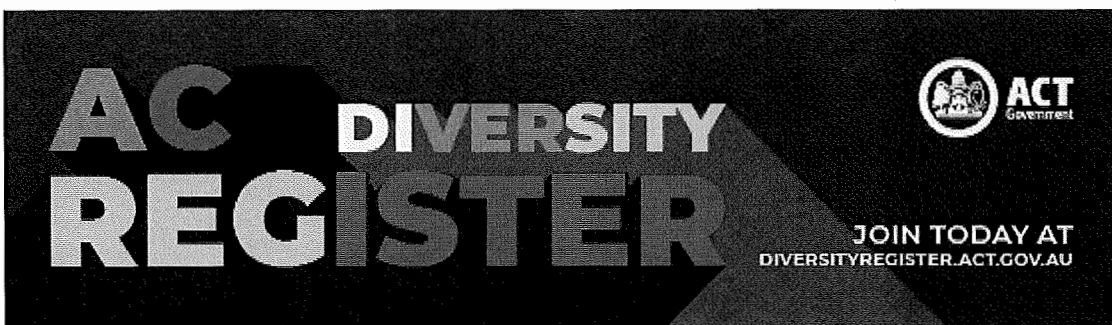
Please be advised that from 1 January 2018 it is a legislative requirement that Ministers' diaries are published under the Open Access scheme. The date of your meeting and your title may be published if your meeting is in relation to a ministerial portfolio.

Please let us know if there are any further details in the lead up to the event.

Kind regards,

Grace Flanagan | Office Manager
Phone: +61 2 6205 0233

Office of Yvette Berry MLA | Member for Ginninderra
Deputy Chief Minister
Minister for Education and Early Childhood Development
Minister for Housing and Suburban Development
Minister for the Prevention of Domestic and Family Violence
Minister for Women
Minister for Sport and Recreation
Phone: +61 2 6205 0233 | Email: berry@act.gov.au
[Facebook](#) | [Twitter](#) | www.yvetteberry.com.au



From: Cook, Graeme [mailto:Graeme.Cook@ed.act.edu.au]
Sent: Tuesday, 23 October 2018 10:24 AM
To: Education DLO <EDUDLO@act.gov.au>; BERRY <BERRY@act.gov.au>
Cc: Beard, Leanne (ACTEDU) <Leanne.Beard@ed.act.edu.au>; Battenally, Michael (ACTEDU) <Michael.Battenally@ed.act.edu.au>
Subject: FW: Event Proposal - Yvette Berry

Dear Minister Berry,

Please find attached an event proposal for the MCSS Graduation and Awards Ceremony.

Yours sincerely,
Graeme Cook

Graeme Cook
Associate Principal
College Campus

Melba Copland
Secondary School
Canberra, Australia

E: graeme.cook@ed.act.edu.au
P: (02) 6142 0300
F: (02) 6142 0315

Millar, Fiona

From: Abbott, Janet
Sent: Wednesday, 7 November 2018 11:58 AM
To: Galafassi, Kirsten
Subject: Bonython PS - Civics and Citizenship [SEC=UNCLASSIFIED]

Follow Up Flag: Follow up
Flag Status: Completed

Hi Kirsten

Thanks for your time this morning.

Just to confirm:

- Please provide email from Speaker Burch approaching the school
- Confirm with the school the event scheduled for 12/11 **will not** go ahead

Thanks

Janet Abbott
Education Directorate Liaison Officer
Office of Yvette Berry MLA, Minister for Education and Early Childhood Development
Phone + 61 2 6205 0291 | Email: EduDLO@act.gov.au
Ministerial and Commonwealth Relations | Education | ACT Government
GPO Box 158 Canberra ACT 2600
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)



I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.

Millar, Fiona

From: Abbott, Janet on behalf of Education DLO
Sent: Friday, 9 November 2018 4:37 PM
To: Galafassi, Kirsten; School Operations
Subject: RE: SPEAKERS SCHOOL CIVICS AND CITIZENSHIP AWARDS [SEC=UNCLASSIFIED]
Attachments: 20181107132224259.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Hi Kirsten

Could you please make sure further directions goes out to schools in case Speaker Burch sent similar letters to other schools?

We need to be proactive letting schools know they should not respond and should get in touch with SO for advice.

Thanks
Janet

-----Original Message-----

From: Galafassi, Kirsten
Sent: Wednesday, 7 November 2018 11:35 AM
To: Abbott, Janet <Janet.Abbott@act.gov.au>
Subject: FW: SPEAKERS SCHOOL CIVICS AND CITIZENSHIP AWARDS

Hi Janet

As discussed, attached is the original letter sent to Bonython Primary school by Minister Burch's office - note the date of 16 October 2018.

To follow is the email proposing the date for the visit.

Thanks
Kirsten

-----Original Message-----

From: Warwick, Marc <Marc.Warwick@ed.act.edu.au>
Sent: Wednesday, 7 November 2018 11:25 AM
To: Galafassi, Kirsten <Kirsten.Galafassi@act.gov.au>
Subject: SPEAKERS SCHOOL CIVICS AND CITIZENSHIP AWARDS

Hi again

Letter attached.

Regards

Marc Warwick | Deputy Principal
Phone: +61 2 6142 0640 | Fax: +61 2 6142 0656 | Email: marc.warwick@ed.act.edu.au Bonython Primary School |
Education | ACT Government
64 Hurtle Avenue BONYTHON ACT 2905 | www.bonythonps.act.edu.au | @marc_warwick #bonps #bpsinquiry

Inquire | Collaborate | Self-manage | Think | Research | Communicate Learning with purpose and passion

-----Original Message-----

From: BONPT-PRINTRM1@ed.act.edu.au <BONPT-PRINTRM1@ed.act.edu.au>
Sent: Wednesday, 7 November 2018 2:22 PM
To: Warwick, Marc <Marc.Warwick@ed.act.edu.au>
Subject: Message from "BONPT-PRINTRM1"

This E-mail was sent from "BONPT-PRINTRM1" (MP C6004ex).

Scan Date: 11.07.2018 13:22:24 (+1000)
Queries to: BONPT-PRINTRM1@ed.act.edu.au



Speaker

Mr Greg Terrell
Bonython Primary School
64 Hurtle Ave
BONYTHON ACT 2905

Speaker's School Civics and Citizenship Awards

Dear Greg,

I am writing to invite your school to participate in the Speaker's Civics and Citizenship Awards.

The awards are aimed at recognising students who have made an outstanding contribution to their school community, or the wider community, by embodying democratic values, leadership, or civic mindedness. Under the awards scheme, participating schools are eligible to nominate an outstanding leader in their school community.

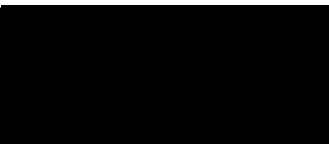
Through the awards I hope to focus a greater sense of connection between the Assembly and ACT Schools, promote the Assembly's parliamentary education program and to celebrate both the study and practice of civics and citizenship by primary school students across the Territory.

To participate, please select up to two students who you believe have demonstrated outstanding effort and/or achievement in the area of civics and citizenship. Detailed criteria are included on the attached selection form. We would like to collect all nominations by Friday 2 November 2018.

Following receipt of your selection, my Office will make arrangements with you to visit your school and to confer award certificates at a school Assembly or other event at a convenient time. Award certificates will include the name of the student, the name of the school and up to 30 words describing the nature of students' efforts or achievements.

If you would like more information on the awards, please don't hesitate to contact my office on (02) 6205 0020.

Yours sincerely,



Joy Burch MLA
Speaker, Legislative Assembly for the ACT

16 October 2018

Izzard, Belinda

From: Abbott, Janet on behalf of Education DLO
Sent: Friday, 9 November 2018 5:19 PM
To: School Operations
Cc: Galafassi, Kirsten; Huxley, Mark; Hernandez, Grace; Brighton, Meg; Fleck, Katrina; McGarvey, Caitlin; EDUMCR
Subject: REQUEST: MIn18/1173 Protocol MCSS Graduation and Awards Ceremony [SEC=UNCLASSIFIED]
Attachments: YvetteBerry-EventProposal.docx; List of VIP's 6 Sept 2018 DRAFT.xlsx

Afternoon

Minister Berry has accepted attending the MCCS event.

Title/Question	Protocol MCSS Graduation and Awards Ceremony
Action	Protocol please
Responsibility	SO
Response type	Arrangements/Protocol please
TRIM	Min18/1173
Date due	5/12/18 – ED SI 12/12/18 – MO
Clearance	ED SI
Comment	Please contact Janet Abbott at EDUDLO@act.gov.au if you have questions.

Kind regards

Janet Abbott
 Education Directorate Liaison Officer
 Phone + 61 2 6205 0291 | Email: EduDLO@act.gov.au
 Office of Yvette Berry MLA
 Minister for Education and Early Childhood Development



I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.

From: Cook, Graeme (ACTEDU)
Sent: Tuesday, 23 October 2018 10:24 AM
To: Education DLO <EDUDLO@act.gov.au>; BERRY <BERRY@act.gov.au>
Cc: Beard, Leanne (ACTEDU) <Leanne.Beard@ed.act.edu.au>; Battenally, Michael (ACTEDU) <Michael.Battenally@ed.act.edu.au>
Subject: FW: Event Proposal - Yvette Berry

Dear Minister Berry,

Please find attached an event proposal for the MCSS Graduation and Awards Ceremony.

Yours sincerely,
 Graeme Cook

Graeme Cook
Associate Principal
College Campus

Melba Copland
Secondary School
Canberra, Australia

E: graeme.cook@ed.act.edu.au
P: (02) 6142 0300
F: (02) 6142 0315

Deputy Chief Minister

Minister for Education and Early Childhood Development

Minister for Housing and Suburban Development

Minister for the Prevention of Domestic and
Family Violence

Minister for Sport and Recreation

Minister for Women

Member for Ginninderra

Event proposal for attendance by Deputy Chief Minister

Event title	Melba Copland Secondary School Yr 7-12 Presentation & Yr 12 Graduations
Type of Request	<input type="checkbox"/> Opening <input type="checkbox"/> Site Visit <input type="checkbox"/> Launch
Proposed time and date	Wednesday 19 December 2018 6.30pm refreshment – 7pm start
Venue	University of Canberra, Boiler House
Purpose of event and background information	Year 7-12 Presentation & Year 12 Graduation Ceremony
Minister's role	Open the Year 7 – 12 Presentation 7 year 12 Graduation Ceremony
Speech required	No
Lectern/microphone available	
Target audience	MCSS Year 7 – 12 students & parents
Expected Number of Guests	350
Other VIP's invited	See attached list
Event Organiser's contact details	Graeme Cook 6142 0010 Graeme.cook@ed.act.edu.au
Proposed Order of proceedings See below;	
Approx. Timing	Items

Event proposal for attendance by Deputy Chief Minister

6:20pm	<i>Slideshow and music to be played on arrival</i>
7:00pm	Welcome Address & Acknowledgement of Country
7:01pm	<i>National Anthem</i>
7:04pm	Introduction of MCSS Principal - Michael Battenally
7:05pm	Principal's Address
7:32pm	Year 7 Awards
7:34pm	Year 8 and 9 Awards
7:45pm	<i>Music Presentation</i>
7:49pm	Year 10 Awards
8:00pm	Guest speaker
8:08pm	Year 11 Awards
8:19pm	Sports Awards
8:25pm	Year 12 Major Awards
8:36pm	Farewell to Year 12 Address
8:42pm	<i>Music Presentation</i>
8:50pm	Year 12 Graduation Portfolio Presentation
8:51pm	Closing Address

Guidance to Staff:

- *Complete all sections of the form*
- *Has your Senior Manager / Director/ Executive Director approved the event and request?*
- *Executive Officer to send completed form to Minister's Directorate Liaison Officer (DLO)*
- *Executive Officer to send Calendar 'Place-Holder ' invite to D-G, DD-G and ED for their respective diary with proposed event details*
- *The DLO will inform the Office Manager whom will bring the form to the next available Minister's Diary meeting*
- *Office Manager advises DLO if event will proceed and Minister's diary booked*
- *DLO will generate a TRIM item request and send to Directorate for action*
- *Executive Officer to advice:*
 - *Business Unit to commence preparing the requested package*
 - *Send confirmation to Executive Assistants to ascertain if the DG/DDG/ED wish to attend this function and advice TRIM reference*
 - *CSD Media and Communications to update Media Calendar and be on standby should any media items be required:*
- *Business Unit to ensure clearance of any media items is cleared by CSD Media and Communications, prior to seeking Executive clearance*




Yvette Berry MLA

Deputy Chief Minister

Member for Ginninderra

Minister for Education and Early Childhood Development
 Minister for Housing and Suburban Development
 Minister for the Prevention of Domestic and Family Violence
 Minister for Women
 Minister for Sport and Recreation

ARRANGEMENTS BRIEF

FUNCTION:	Melba Copland Secondary School Yr 7-12 Presentation & Yr 12 Graduations
VENUE:	Boiler House Lecture Theatre, Building 14, University of Canberra, Bruce ACT 2617
HOST:	Michael Battenally, Principal 
DAY:	Wednesday
DATE:	19 December 2018
TIME:	6.30pm for a 7.00pm start
TIME COMMITMENT:	2 hours
CATERING:	No
DRESS CODE:	Business
YOUR ROLE:	Presentation of Year 12 Graduation Certificates and short congratulatory speech.
WHERE TO PARK:	Attachment B – Parking map attached.
WHO WILL MEET YOU:	You will be met by students and escorted to the hospitality tent.
ADVISOR ATTENDING:	N/A
AUDIENCE:	Staff, students, parents and carers.
VIPs:	Mr Gordon Ramsay MLA Deb Efthymiades
SENSITIVITIES:	Nil
ORDER OF CEREMONIES	To be provided on the night.
MEDIA:	Nil

Yvette Berry MLA – Arrangements Brief

OUTSTANDING REGULATORY ISSUES	Nil
ATTACHMENTS	A – Speech B – Parking Diagram

Deputy Chief Minister

Minister for Education and Early Childhood Development

Minister for Housing and Suburban Development

Minister for the Prevention of Domestic and

Family Violence

Minister for Sport and Recreation

Minister for Women

Member for Ginninderra

SPEAKING NOTES FOR

MELBA COPLAND SECONDARY SCHOOL GRADUATION AND AWARDS CEREMONY

7.00PM WEDNESDAY 19 DECEMBER 2018

BOILER HOUSE LECTURE THEATRE, UNIVERSITY OF CANBERRA

Acknowledgements

I acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal people. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

- Michael Battenally
- Gordon Ramsay MLA
- Deb Efthymiades
- Staff, Students, Parents and Carers

It is wonderful to be invited here today at the Melba Copland Secondary School Year 12 Graduation Ceremony. I am honoured to be presenting a number of academic awards which recognise and celebrate the achievements of the Melba Copland Secondary Year 12 class of 2018.

I see many proud faces here today and rightfully so, reaching the end of your secondary education is a significant milestone. You have spent 13 years working hard towards achieving this goal and made many sacrifices along the way. Now that you have arrived at this point, a world of opportunity has opened up to you.

Your success in reaching your graduation is a tribute to your hard work, the support and guidance you have received from your teachers and families, and the wonderful and diverse range of educational opportunities that are available here at Melba Copland Secondary School.

Many of you will choose to go on to study further through higher education, others may take the opportunity to travel and experience the world outside of the school environment, and some will move straight into the workforce.

Whichever path you choose to follow, perhaps for some it will be all three, I encourage you to follow your dreams and work hard to make them a reality.

I would like to congratulate the Year 12 class of 2018 and offer you all my best wishes for the future.

ENDS

From: [School Operations](#)
To: [Galafassi, Kirsten](#)
Subject: FW: Speaker's Civics and Citizenship Awards - Harrison School [SEC=UNCLASSIFIED]
Date: Wednesday, 14 November 2018 11:47:09 AM
Attachments: [image002.png](#)

From: Abbott, Janet
Sent: Wednesday, 14 November 2018 11:39 AM
To: School Operations <SchoolOperations@act.gov.au>
Subject: RE: Speaker's Civics and Citizenship Awards - Harrison School [SEC=UNCLASSIFIED]

Thank Kirsten

The speaker has also written today about this. Haven't had a chance to read it yet but will get advice.

Janet

From: School Operations
Sent: Wednesday, 14 November 2018 11:38 AM
To: Abbott, Janet <Janet.Abbott@act.gov.au>
Subject: Speaker's Civics and Citizenship Awards - Harrison School

Hi Janet

The Principal from Harrison has just contacted School Operations in regards to the protocol for this visit and fortunately I was able to intercept the call. I have advised Dan that this event will not go ahead and given him the correct procedure should the school be contacted by any other MLAs in future.

The email trail below begins with the Principal making the nomination but he has confirmed that the school was contacted initially by the Speaker's office, inviting them to make a nomination. The recipient of the award has not been advised of the date the speaker was to present the award and I have asked him to keep it that way.

Given it's unclear exactly which schools have already been approached about these awards, I'm wondering whether we are able to get a list from the Speaker's Office as to the intended recipients? I have advised Dan that no action is required by him and he has asked that I let him know when the Speaker has been advised this event is not proceeding.

Can you please let me know whether you have advised the Speaker's office that none of these events will proceed as schools are looking for advice from School Operations as to the alternative presentation options and I'm concerned that we may have other instances of the Speaker arriving at schools unexpectedly. Perhaps we could arrange for all the intended recipients to attend one ceremony at the Assembly together?

I await your expert advice.

Thanks

Kirsten Galafassi | Assistant Manager, School Operations

Phone: + 61 2 6205 8228 | Email: kirsten.galafassi@act.gov.au

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Hedley Beare Centre for Teaching and Learning. 51 Fremantle Drive, Stirling | GPO Box 158
Canberra ACT 2601

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From: Breen, Daniel <Daniel.Breen@ed.act.edu.au>
Sent: Wednesday, 14 November 2018 10:33 AM
To: School Operations <SchoolOperations@act.gov.au>
Subject: ATTN Kirsten Speaker's Civics and Citizenship Awards

From: Breen, Daniel
Sent: Thursday, 8 November 2018 11:05 AM
To: 'BURCH' <BURCH@parliament.act.gov.au>
Subject: RE: Speaker's Civics and Citizenship Awards

Thank you Eliza,
We will see you all on Wednesday 12 September.
Kind regards,
Dan

From: BURCH <BURCH@parliament.act.gov.au>
Sent: Tuesday, 6 November 2018 2:42 PM
To: Breen, Daniel <Daniel.Breen@ed.act.edu.au>
Subject: RE: Speaker's Civics and Citizenship Awards

Good afternoon Dan,

Thank you for sending through the nomination.

Ms Burch will be available on the 12th of December to present the award, and I have confirmed it in her diary.

If you require any further details please don't hesitate to be in touch.

Cheers,

Eliza Barry | Office Manager
Office of Joy Burch MLA
Member for Brindabella
Speaker of the ACT Legislative Assembly

P: (02) 6205 0020 | E: eliza.barry@parliament.act.gov.au

Please note: I work Mondays and Tuesdays, for urgent enquiries on Wed-Fri, please email burch@act.gov.au

From: Breen, Daniel [<mailto:Daniel.Breen@ed.act.edu.au>]

Sent: Monday, 5 November 2018 5:38 PM

To: BURCH <BURCH@parliament.act.gov.au>

Subject: Speaker's Civics and Citizenship Awards

To whom it may concern,

Please consider the following nomination for the Speaker’s Civics and Citizenship awards.

Name of School, School Principal and contact	Harrison School Dan Breen Principal P-6 (a/g) Daniel.breen@ed.act.edu.au 6142 2200
Preferred time/date for conferring award	Assembly is Wednesday morning (14 Nov, 28 Nov, 12 Dec) between 9 and 10am
Name of Student	[REDACTED]
Year level	[REDACTED]
Short Statement	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Thank you,



Dan Breen

Principal a/g – Harrison Junior School
Wimmera Street HARRISON ACT 2914
p 02 61422200 f 02 61422299

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This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Izzard, Belinda

From: Abbott, Janet
Sent: Sunday, 18 November 2018 5:44 PM
To: School Operations
Cc: Galafassi, Kirsten; Huxley, Mark; Brighton, Meg; Fleck, Katrina; McGarvey, Caitlin; EDUMCR; EDU Media
Subject: REQUEST Protocol MIN18/1212: Melba Copland Graduation 19 December 2018 [SEC=UNCLASSIFIED]

Afternoon

Title/Question	PROTOCOL Melba Copland Secondary School Graduation and Awards Ceremony 19 December 2018 RAMSAY
Action	Please provide arrangements brief including speaking role for Minister Ramsay.
Responsibility	SO Cc M&C
Response type	Protocol
TRIM	MIN18/1212
Date due	5/12/18 – ED SI 12/12/18 – MO
Clearance	ED SI
Comment	Please contact Janet Abbott at EDUDLO@act.gov.au if you have questions.

Kind regards

Janet Abbott
 Education Directorate Liaison Officer
 Phone + 61 2 6205 0291 | Email: EduDLO@act.gov.au
 Office of Yvette Berry MLA
 Minister for Education and Early Childhood Development



I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.

****BERRY OFFICE NOTIFIED****

Dear Ms Beard,

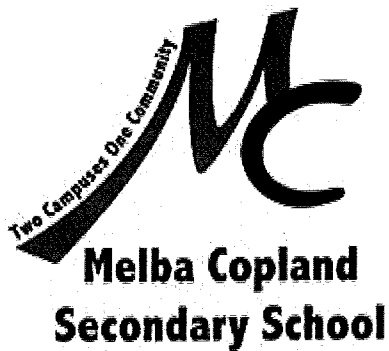
Thank you for inviting Minister Ramsay to attend the below event at Melba Copland School on Wednesday 19th December.

He would be delighted to attend.

Someone will be in contact if further information is required.

Kind regards

From: Beard, Leanne [mailto:Leanne.Beard@ed.act.edu.au]
Sent: Thursday, 8 November 2018 11:35 AM
To: RAMSAY <RAMSAY@act.gov.au>
Subject: Melba Copland 7-12 Presentation & Year 12 Graduation



ACT
Government
Education

Janet Abbott
Education Directorate Liaison Officer
Office of Yvette Berry MLA, Minister for Education and Early Childhood Development
Phone + 61 2 6205 0291 | Email: EduDLO@act.gov.au
Ministerial and Commonwealth Relations | Education | ACT Government
GPO Box 158 Canberra ACT 2600
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I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.

ARRANGEMENTS BRIEF for Mr Gordon Ramsay MLA

FUNCTION:	Melba Copland Secondary School Yr 7-12 Presentation & Yr 12 Graduations
VENUE:	Boiler House Lecture Theatre, Building 14, University of Canberra, Bruce ACT 2617
HOST:	Michael Battenally, Principal [REDACTED]
DAY:	Wednesday
DATE:	19 December 2018
TIME:	6.30 for a 7.00pm start
TIME COMMITMENT:	2 hours
CATERING:	No
DRESS CODE:	Business
YOUR ROLE:	Presentation of special awards and short congratulatory speech.
WHERE TO PARK:	Attachment B – Parking in map provided.
WHO WILL MEET YOU:	You will be met by students and escorted to the hospitality tent.
ADVISOR ATTENDING:	N/A
AUDIENCE:	Staff, Students, Parents and Carers.
VIPs:	Minister Yvette Berry Deb Efthymiades Deputy Director General – System Policy and Reform
SENSITIVITIES:	Nil
ORDER OF CEREMONIES	To be provided on the night.
MEDIA:	Nil
OUTSTANDING REGULATORY ISSUES	Nil
ATTACHMENTS	A- Speech B- Parking Diagram

Millar, Fiona

From: Millar, Fiona
Sent: Monday, 19 November 2018 4:39 PM
To: Galafassi, Kirsten
Subject: advice around Graduations [SEC=UNCLASSIFIED]

Follow Up Flag: Follow up
Flag Status: Completed

Can you check these words for me around Graduation events?

We appreciate your kind offer to take part in our graduation ceremony.

Unfortunately we are not running this year's graduation event along the same format of previous years.

If you would like to take part in future graduation events, I suggest you contact Minister Berry's Office to see if there are any opportunities for participation.

Kind regards

Fiona

Fiona Millar | A/g Senior Officer School Improvement

Phone: +61 2 6205 7194 | Email: fiona.millar@act.gov.au

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Millar, Fiona

From: Abbott, Janet on behalf of Education DLO
Sent: Tuesday, 20 November 2018 8:22 AM
To: Manestar, Daniel (ACTEDU)
Cc: School Operations; EDU Media
Subject: RE: request for Minister Berry to attend event at Latham Primary School [SEC=UNCLASSIFIED]

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: FM, KG

Hi Daniel

Thanks for your email inviting Minister Berry to attend the Latham PS Year 6 Graduation on 19 December 2018.

In the future please forward invitations through School Operations as they are managing the flow of events to the Minister's Office.

I will submit your request to the Office Manager for consideration and get back to you shortly.

Many thanks

Janet

Janet Abbott
 Education Directorate Liaison Officer
 Phone + 61 2 6205 0291 | Email: EduDLO@act.gov.au
 Office of Yvette Berry MLA
 Minister for Education and Early Childhood Development



I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.

From: Manestar, Daniel [mailto:Daniel.Manestar@ed.act.edu.au]
Sent: Tuesday, 20 November 2018 8:19 AM
To: Education DLO <EDUDLO@act.gov.au>; EDU Media <EDU.Media@act.gov.au>
Subject: request for Minister Berry to attend event at Latham Primary School



Yvette Berry MLA

MINISTER FOR EDUCATION and EARLY CHILDHOOD DEVELOPMENT

Event proposal for attendance by Minister

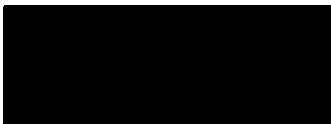
Urgent response required

Event title	Year 6 Graduation
--------------------	-------------------

Type of Request	Opening Ceremony Site Visit Launch
Proposed time and day/date	Wednesday 19 December 9:00am-11:00am
Venue	Latham Primary School
Purpose of event and background information	<i>The Minister is invited to attend our year 6 graduation on behalf of the staff, students</i> [REDACTED]
Minister's role	Special guest / hand out awards
Will a speech be required	No
Target audience	<i>Year 6 students and their parents / carers</i>
Expected Number of Guests	100-150
Proposed MLAs/VIPs invited	Tara Cheyne Gordon Ramsay MLA
Event Organiser's contact details	Daniel Manestar Executive teacher Latham Primary School Daniel.manestar@ed.act.edu.au 6142 0077

Please forward to eduDLO@act.gov.au and EDU.media@act.gov.au for approval before sending invitations.

Cheers

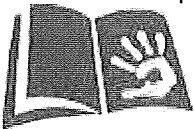


Daniel Manestar

3-6 Executive Teacher
Latham Primary School
O'Lughlen Street
LATHAM, ACT, 2615

☎ 6142 0077

💻 www.lathamps.act.edu.au



Millar, Fiona

From: Bezear, Melanie
Sent: Tuesday, 20 November 2018 11:12 AM
To: Galafassi, Kirsten
Cc: Millar, Fiona
Subject: RE: advice around Graduations [SEC=UNCLASSIFIED]

Follow Up Flag: Follow up
Flag Status: Completed

Hi Kirsten

I think this looks fine. A couple of small changes below.

Mel

From: Galafassi, Kirsten
Sent: Tuesday, 20 November 2018 10:52 AM
To: Bezear, Melanie <Melanie.Bezear@act.gov.au>
Cc: Millar, Fiona <Fiona.Millar@act.gov.au>
Subject: RE: advice around Graduations [SEC=UNCLASSIFIED]

Hi Mel

We are becoming aware of an increasing number of schools who have already invited other Ministers or MPs, or who have been approached by Ministers or MP to participate in their graduations or present awards etc. We urgently need to get some advice to them around both the process they should be following, and what to say when politely declining approaches.

Can you please have a look at what I am suggesting below, make any changes you think necessary, so we can send it on the Media and Comms for their input? The following is what I think we should be saying to schools (blue text) and a very draft script we can provide to schools to use as a response to requests (red text):

In accordance with the School Events Invitation Proposal procedure which has already been provided to schools (attached), under no circumstances should a school be sending invitations directly to the offices of any Minister or other Member of Parliament without first having sought the expression permission of the Minister for Education and Early Childhood Development, Yvette Berry. Please refer to the Proposal template for the correct procedure - key points in summary:

- **The first page of the Proposal template gives explicit instructions as to how invitations are to be managed and in all instances, the Minister Berry for Education must be invited first.**
Minister Berry should always have a specific role at any event (for example, giving out awards, opening the event).
- **The template should be completed providing as much detail about the event as possible, and including the names of any other VIP guests the school wishes to invite.**
- **The Proposal is then to be sent to School Operations who will liaise with Minister Berry's Office to determine whether or not she is available to attend.**
- **Should the Minister Berry be unable to attend she may or may not provide a representative to attend in her place.**
- **The Minister's Office will advise if approval is given for invitations to be issued to other Ministers or Members of Parliament.**
- **If approval is provided the school may then issue the invitations.**

Please also be aware the school will need to consider whether the invited guest should play an official role in the event. If so, the school will be expected to provide details of that role on the Proposal template and attach the order of events for the Minister's consideration.

Should approval be given, the school will need to provide additional background information to School Operations to inform the documents provided to the Minister and/or any other representative prior to the event.

If a school is approached by the office of a Minister or Member of Parliament who wishes to attend the school for any reason, including to present awards etc outside the annual graduation events, the following response should be given:

Thank you for your kind offer to

This year the Education Directorate has introduced a new protocol for schools to follow when planning to invite official guests to school events.

If you would like to take part in a school event such as a graduation ceremony, or wish to attend the school for another reason such as to present an award, please contact the office of the Minister for Education and Early Childhood Care in the first instance.

The Office of the Minister will advise whether there are any opportunities available and authorise participation accordingly.

Clearly this needs work but it's at least something to start with. Ideally we would like to get something over to Media and Comms today if possible.

Thanks

Kirsten Galafassi | Assistant Manager, School Operations

Phone: + 61 2 6205 8228 | Email: kirsten.galafassi@act.gov.au

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Kirsten

Millar, Fiona

From: Bezear, Melanie
Sent: Wednesday, 21 November 2018 7:32 AM
To: Huxley, Mark
Cc: Smith, KateL; Galafassi, Kirsten
Subject: Re: School participation [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Follow Up Flag: Follow up
Flag Status: Completed

Hi Mark

We've already had conversations with Gordon Primary and another school (Kirsten will remember which).

I believe that the Minister's office has also contacted Joy Burch's office and asked her to 'stand down'. I think this matter is pretty much sorted.

However there is a much bigger problem causing a lot of stress in our team.

As graduation season is upon us, we are having lots of trouble with all sorts of (non-Minister) politicians being invited, or inviting themselves to graduations. The protocols have always stated that the Minister should be asked first or should be consulted about other people attending, but there are a couple of problems:

1 - sometimes teachers take it upon themselves to invite everyone to an event without telling the principal (as per Kingsford Smith School last week).

We have already advised principals and business managers several times, and we're now organising additional comms (I think I copied you in to the email yesterday).

2 - these politicians either have been attending for years (and the Directorate/Minister's Office hasn't ever acted on it) or they invite themselves. For example, Gai Brodtmann regularly attends graduations to give out an award.

3 - the minister's office does not respond to school requests in time for schools to make arrangements. We have had some graduation requests since September (and earlier) and the schools still have not received confirmation that the minister can attend, or advice on the other names they've put on their proposal. They are at the point where they have to lock in their schedule, print programs etc and in desperation I think they go to the next name on the list.

This is a much bigger problem than the Speaker visiting, and will take effort from many areas, including the Minister's office. It would be very useful if the Minister's office could provide us with definitive advice on who might be ok to attend schools, and then a letter to the other politicians reminding them that interaction with schools should go through their office.

We're at the point where we have been told (by the DLO) to tell schools to 'uninvite' people and none of the team are comfortable with that when the school is not provided with an alternative. This is not something any of us feel comfortable with.

Happy to discuss this with you tomorrow.

Mel

Sent from my iPhone

On 21 Nov 2018, at 06:57, Huxley, Mark <Mark.Huxley@act.gov.au> wrote:

Hi Kate and Mel,

A couple of schools in Tuggeranong have participated in the speakers (Joy Burch) citizenship awards and have asked her to come to their schools and present them to students.

Mel - can you call and check with DLO who these schools are and call schools and gently remind them of the obligations/protocol when engaging with members of the assembly please.

Thanks

Mark

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From: Brighton, Meg
Sent: Tuesday, November 20, 2018 8:35:10 PM
To: Huxley, Mark
Subject: School participation [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Dear Mark

To confirm our discussion last week, I understand that some schools have responded to the Speakers invitation to participate in awards and invite the speaker to their school. This approach is inconsistent with our existing protocols re: MLA visits to schools. A verbal reminder to schools is probably in order

thanks

Meg Brighton | Deputy Director-General **Education Directorate** | ACT Government
T: [+61 2 6205 9458](tel:+61262059458) | E: meg.brighton@act.gov.au
Level 6, [220 Northbourne Ave](#) Braddon | GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

Millar, Fiona

From: Bezeal, Melanie
 Sent: Thursday, 22 November 2018 12:11 PM
 To: Gange, Carly
 Subject: FW: school events and VIP invitations [SEC=UNCLASSIFIED]
 Attachments: EDU181228 - School Events Invitation Proposal Template - 27 July 2018.docx
 Importance: High

From: Bezeal, Melanie
Sent: Tuesday, 20 November 2018 11:56 AM
To: Doman, Claudia <Claudia.Doman@act.gov.au>
Cc: Fleck, Katrina <Katrina.Fleck@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: school events and VIP invitations [SEC=UNCLASSIFIED]
Importance: High

Hi Claudia

Earlier this year we sent the attached to schools (I've just noticed it wasn't in a Bulletin, so perhaps we can still do so). We'd be happy for you to adjust as much as possible, though the essence should stay the same as we are now experiencing many problems associated with schools failing to follow the protocols. Are you OK with an urgent multi-pronged approach? Eg. Maybe a Schools Bulletin, All Staff Alert (could we get something in today?) and other comms? While we are pretty sure that principals have this information, often it is the classroom teacher organising the event that just invites everyone. Please see below some suggested text to go to schools regarding events and VIP invitations.

There are still a couple of issues with this process that we will need to try and address (again) next year. These are:

- Schools are not following the protocol outlined in the template (I think the main cause is ignorance) and are inviting all sorts of people, often without first inviting the Minister.
- The Minister's office is not providing timely advice about whether the Minister can or can't attend (we still don't know for the majority of events held next month, and schools are really needing to print programs etc).
- Other Ministers and federal members are approaching schools directly, without going to the Minister first.

If there's any way to help us with getting the word out a little more strongly, that might help from the school side of things. However we are very concerned about the Minister's office asking us to direct schools to "un-invite" people without providing an alternative option or even letting us know if the Minister is available. We'll continue to tackle this from our end.

Thanks for your help.

Mel

School Events and VIP attendance

In accordance with the School Events Invitation Proposal procedure which has already been provided to schools (attached), under no circumstances should a school send invitations directly to the offices of any Minister or other Member of Parliament without first having sought the express permission of the Minister for Education

and Early Childhood Development, Yvette Berry. Please refer to the Proposal template for the correct procedure - key points in summary:

- The first page of the Proposal template gives explicit instructions as to how invitations are to be managed and in all instances, Minister Berry must be invited first.
- Minister Berry should always have a specific role at any event (for example, giving out awards, opening the event).
- The template should be completed providing as much detail about the event as possible, including the names of any other VIP guests the school wishes to invite.
- The Proposal is then to be sent to School Operations who will liaise with Minister Berry's Office to determine whether or not she is available to attend.
- Should Minister Berry be unable to attend she may or may not provide a representative to attend in her place.
- The Minister's Office will advise if approval is given for invitations to be issued to other Ministers or Members of Parliament.
- If approval is provided the school may then issue the invitations.

Please also be aware the school will need to consider whether the invited guest should play an official role in the event. If so, the school will be expected to provide details of that role on the Proposal template and attach the order of events for the Minister's consideration.

Should approval be given, the school will need to provide additional background information to School Operations to inform the documents provided to the Minister and/or any other representative prior to the event.

If a school is approached by the office of a Minister or Member of Parliament who wishes to attend the school for any reason, including to present awards etc outside the annual graduation events, the following response should be given:

Thank you for your kind offer to

This year the Education Directorate has introduced a new protocol for schools to follow when planning to invite official guests to school events.

If you would like to take part in a school event such as a graduation ceremony, or wish to attend the school for another reason such as to present an award, please contact the office of the Minister for Education and Early Childhood Care in the first instance.

The Office of the Minister will advise whether there are any opportunities available and authorise participation accordingly.

Izzard, Belinda

From: Abbott, Janet
Sent: Friday, 23 November 2018 9:53 AM
To: School Operations
Subject: MIn18/619 Possible rep for School event [SEC=UNCLASSIFIED]

Categories: FM

Hi School Ops

Speaker Burch as agreed to represent Minister Berry at the Gold Creek School end of year Awards.

Please update the pack.

Many thanks

From: BURCH
Sent: Thursday, 22 November 2018 10:18 AM
To: BERRY <BERRY@act.gov.au>; BURCH <BURCH@parliament.act.gov.au>
Cc: Ceramidas, Joshua <Joshua.Ceramidas@act.gov.au>
Subject: RE: Possible rep for School event

Hi Grace,

Thanks so much for the offer, the Speaker would be delighted to rep for the Minister.

I have made a note in the diary and will await the events arrangements brief from you.

Many thanks,

Mel.

Millar, Fiona

From: Bezear, Melanie
Sent: Thursday, 29 November 2018 4:03 PM
To: Galafassi, Kirsten; Millar, Fiona; Seebohm, Helen
Cc: School Operations
Subject: FW: FOR DISTRIBUTION Minister Berry's message for year 10 and year 6 graduations [SEC=UNCLASSIFIED]

Follow Up Flag: Follow up
Flag Status: Completed

Hi team

I've just sat with Media and Comms for a little while and they've given me an update (apparently Claudia talked to Janet on Friday last week). Here are some updates and actions (**bold**):

- We won't be telling schools to un-invite people. ☺ The Minister's Office has agreed this is not a good position to put schools in.
- If they have invited someone (or someone has invited themselves), **we will re-send them the protocols and ask them to carefully plan for next year.**
- Where possible, the Minister's Office will attempt to send someone on the Minister's behalf. If someone does attend, the school will need to give them a role (acknowledgement of country, welcome) before the other guest. **We will need to inform the school of this.**

The Minister has created some videos (linked below) that she would like screened where possible at events (apparently these videos came through on Tuesday, but I didn't see them in the School Ops mailbox).

If the Minister (or her stand-in) is not attending the graduation, we will need to send the appropriate video (year 6, year 10 etc) to each school and ask them to screen it (if possible) at their graduation. We can do this tomorrow (perhaps we can all do a video each). I'll draft some words to send out.

We'll just need to keep sending out the protocols and reminding people about them (we'll do a Bulletin item next year) until the message filters down to everyone in the school.

Happy to chat about this tomorrow.

Mel

From: Doman, Claudia
Sent: Thursday, 29 November 2018 3:37 PM
To: Bezear, Melanie <Melanie.Bezear@act.gov.au>
Subject: FW: FOR DISTRIBUTION Minister Berry's message for year 10 and year 6 graduations [SEC=UNCLASSIFIED]

Hi Mel,
 Here is the link to the videos for you to choose accordingly.

Cheers,
 Claudia

Claudia Doman | Senior Manager

Media and Communications | Education | ACT Government

Phone: +61 2 6205 0837 | Mobile: 0466 721 421 | Email: claudia.doman@act.gov.au

Level 6 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601

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From: Abbott, Janet
Sent: Tuesday, 27 November 2018 9:27 AM
To: Doman, Claudia <Claudia.Doman@act.gov.au>; Gange, Carly <Carly.Gange@act.gov.au>

Cc: School Operations <SchoolOperations@act.gov.au>

Subject: FOR DISTRIBUTION Minister Berry's message for year 10 and year 6 graduations [SEC=UNCLASSIFIED]

Hi Claudia and Carly

Minister Berry is happy with these videos going out to high schools and primary schools to play at their graduation ceremonies. I will speak to Megan about Year 12 grads.

Can you let schools know the Minister would like them to play these at their grads if Minister can't attend!

Here they are:

<https://www.dropbox.com/sh/527osmcf31r6pf/AADU9xEBew89NcrtgDjbPbkza?dl=0>

Thanks

Janet

From: Abbott, Janet

Sent: Thursday, 22 November 2018 1:11 PM

To: Doman, Claudia <Claudia.Doman@act.gov.au>; Gange, Carly <Carly.Gange@act.gov.au>

Subject: FOR REVIEW Minister Berry's message for year 10 and year 6 graduations [SEC=UNCLASSIFIED]

>

Subject: Yvette messages

Here they are:

<https://www.dropbox.com/sh/527osmcf31r6pf/AADU9xEBew89NcrtgDjbPbkza?dl=0>

Janine Fabre

Digital Communications Adviser

Government Communications Unit

Office of the ACT Chief Minister

T: (02) 6205 3272 | M: 0429 129 235 | E: janine.fabre@act.gov.au

Izzard, Belinda

From: Abbott, Janet
Sent: Sunday, 2 December 2018 12:58 PM
To: Beecher, Phil (ACTEDU); Morris, Margaret (ACTEDU)
Cc: School Operations; EDU Media
Subject: Responsel - Canberra High School - 12 December 2018 [SEC=UNCLASSIFIED]
Attachments: Canberra High School - School Events Invitation Proposal - Page 1 - Graduation - 12 December 2018.pdf

Good afternoon

Minister Berry is happy to accept your invitation to the **Canberra High School Graduation on Wednesday 12 December 2018** to present awards. Minister Berry would also be happy to make a short (2 min) speech if it fits in the ceremony.

School operations will work with you to prepare arrangements brief for Minister Berry to attend the event.
(MIN18/1290)

Thanks again

Janet Abbott
Education Directorate Liaison Officer
Phone + 61 2 6205 0291 | Email: EduDLO@act.gov.au
Office of Yvette Berry MLA
Minister for Education and Early Childhood Development



I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.



EVENT DETAILS

School Name	Canberra High School		
Event Title	Year 10 Graduation 2018		
Date of Event	12 December 2018		
Type of Event	<input checked="" type="checkbox"/> Graduation Ceremony	<input checked="" type="checkbox"/> Award Presentation	<input type="checkbox"/> Special Assembly
	<input type="checkbox"/> Official Opening	<input type="checkbox"/> End of Year Event	<input type="checkbox"/> Launch of Initiative
	<input type="checkbox"/> Other (please specify)		
Brief description of the Event and educational purpose			
	Year 10 Graduation		
	End of year major awards presented and Year 10 Portfolios		
Time of Event	Start Time	7pm	Finish Time 9pm
Summary of the Minister for Education's proposed role in the Event			
	The Minister would present some of the major end of year awards to students		
Is the Minister for Education required to speak at the Event?	<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO
	The minister is welcome to speak if they would like to.		
What time would the Minister for Education be required to attend the Event?	6:45pm	What is the proposed time commitment of the Minister for Education?	Approximately 2hours
Event Venue	Canberra High School – School Hall		
Venue Address	Canberra High School, 4 Bindubi Street, Macquarie, ACT. 2614		
Event Organiser	<input checked="" type="checkbox"/> School	<input type="checkbox"/> P&C	<input type="checkbox"/> Other (please specify)



Key Contact Person	Phil Beecher or Margaret Morris
Phone Number	614208004
Email Address	<u>Margaret.morris@ed.act.edu.au</u> or <u>phil.beecher@ed.act.edu.au</u>



Yvette Berry MLA

Deputy Chief Minister

Member for Ginninderra

Minister for Education and Early Childhood Development
 Minister for Housing and Suburban Development
 Minister for the Prevention of Domestic and Family Violence
 Minister for Women
 Minister for Sport and Recreation

ARRANGEMENTS BRIEF

FUNCTION:	Canberra High School Year 10 Graduation 2018
VENUE:	Canberra High School Gymnasium 4 Bindubi Street, Macquarie ACT 2614
HOST:	Phil Beecher, Retiring Principal [REDACTED]
DAY:	Wednesday
DATE:	12th December 2018
TIME:	Arrival time 6.45pm for a 7.00pm start
TIME COMMITMENT:	6.45pm – 9.00pm
CATERING:	N/A
DRESS CODE:	Business
YOUR ROLE:	Presentation of end of year awards and congratulatory speech
WHERE TO PARK:	A designated carpark will be reserved for you at the front of the school
WHO WILL MEET YOU:	You will be greeted by the Principal and Deputy Principal, Samara Chisholm in the school foyer
ADVISOR ATTENDING:	N/A
AUDIENCE:	Students, staff and families
VIPs:	Daniella Krajina – Director Governance and Community Liaison. [REDACTED] ACU representative Award Patrons
PAST INVOLVEMENT:	December 2017 – Leadership Day Event
BACKGROUND:	The current Principal will be retiring at the end of 2018 and the current Deputy Principal has been appointed as Principal from 2019

Yvette Berry MLA – Arrangements Brief

ORDER OF CEREMONIES	Attachment B
MEDIA:	No
OUTSTANDING REGULATORY ISSUES	Nil
ATTACHMENTS	A – Speech B – Order of Ceremonies

Deputy Chief Minister

Minister for Education and Early Childhood Development

Minister for Housing and Suburban Development

Minister for the Prevention of Domestic and

Family Violence

Minister for Sport and Recreation

Minister for Women

Member for Ginninderra

SPEAKING NOTES

CANBERRA HIGH SCHOOL YEAR 10 GRADUATION CEREMONY

7.00PM WEDNESDAY 12 DECEMBER 2018

CANBERRA HIGH SCHOOL GYMNASIUM

Acknowledgements

I would like to acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal people and pay my respects to Elders past, present and future. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

I would also like to acknowledge:

- Phil Beecher, Principal
- Danielle Krajina, Director of Governance and Community Liaison.
- Staff, students and invited guests
- Parents and carers

It is wonderful to be here tonight at the Canberra High School Year 10 Graduation Ceremony and I am honoured to have been invited to attend.

Each one of you has successfully completed your studies, a challenge requiring commitment, focus and perseverance. You have all reached an important milestone in your education.

From here, some of you already have a clear path towards your future, others are standing at a fork in the road and considering your options. That is okay. We are all different. Our communities need diversity in skills and interests. Whatever you choose from here, be brave and use the knowledge you have gained over the past four years to guide you through your next challenges.

As you head off to different colleges and experiences, know that you are supported by your teachers, take the time to remember your high school years, the good times and the low times, the friendships and connections. These are your foundations and the stepping stones into your future.

This year we also bid farewell to your Principal, Phil Beecher, as he retires after an impressive teaching career which spans 34 years. Phil, I wanted to take this opportunity to sincerely thank you for the contribution you have made to the lives of so many children and young people throughout this time.

I would particularly like to acknowledge your efforts embedding the CARES values at Canberra High School over the past decade. With your focus on meeting the academic and wellbeing needs of students, you have created a culture at the school where students want to learn and staff want to teach.

You have empowered student learning through a range of special programs such as the ACE program, Band program, and Vocational Education and Training. You have also ensured students are able to access extension, enrichment and leadership activities, and modelled your high expectations of students and staff.

Your passion and support for sport, the arts and technologies have been very much appreciated by your school community and has allowed students to receive a well-rounded education.

While I have no doubt you will be greatly missed by the Canberra High community, I wish you all the very best for the future and thank you for your time in the Education Directorate.

Finally, I would like to congratulate all Year 10 graduating students and ask you to be proud of your achievements, celebrate your successes and move into 2019 ready to face the next chapter of your lives.

Thank you for inviting me to share in your celebrations.

ENDS

