

## Guide to the Workload Advisory Council

### Function of the Workload Advisory Council

The Workload Advisory Council (WAC) has four main functions that are prescribed in clause 2.18 of the [Department of Education State School Teachers' Certified Agreement 2019](#). The functions of the WAC are:

1. ensure alignment with the *Principles of Good Workload Management* contained in Schedule 6 of the agreement
2. collect information about issues contributing to workload pressures
3. monitor emerging workload issues
4. inform workload reduction initiatives.

### QTU's role in the Workload Advisory Council

The QTU's EB9 negotiations insisted that the Department of Education include a mechanism to address workload and establishing the Workload Advisory Council was one of the final concessions the department made. EB9 contains other new provisions to address workload, like the new Principles of Good Workload Management contained in Schedule 6 of the agreement. You can find a summary of these on the [QTU website](#).

The QTU has a unique role on the Workload Advisory Council. There are an equal number of departmental and QTU representatives on the council, which is similar to the composition of the LCC in your school. QTU State Council is the union's supreme decision-making body that consists of elected representatives from every QTU branch throughout the state. Council have endorsed the QTU representatives on the WAC and they include:

- Kate Ruttiman, Deputy General Secretary
- Peter Darben, an experienced senior teacher from a Band 12 state high school in metropolitan
- Beck Humphries a teacher from a P-12 regional school
- Chris Smith a deputy principal from Central Queensland
- Andrew Thompson a principal from a special school in the South East Region

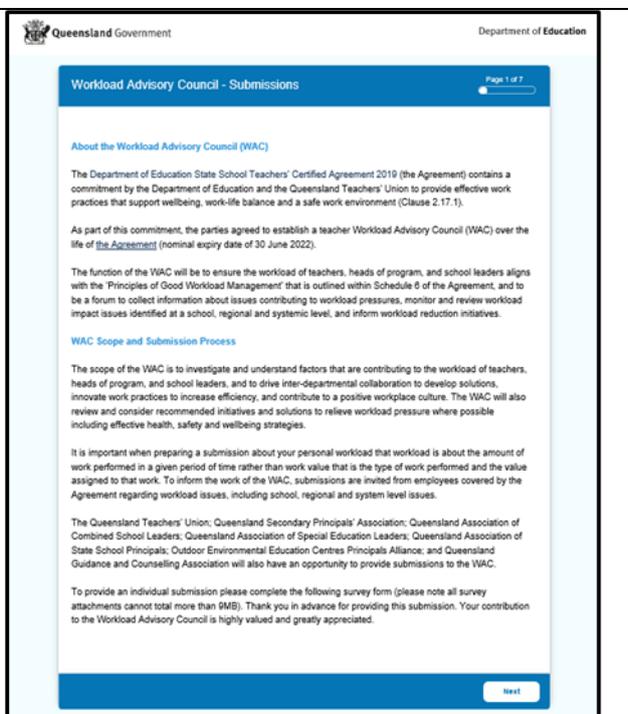
The QTU representatives on the WAC will be reporting on the work of the WAC to QTU State Council and Executive, as well as providing [Workload Advisory Council Updates](#) that are posted on the QTU's website. Further reports will be provided through the [QTU's Journal](#), [Newsflashes](#), and other member communications.

The QTU has negotiated the process for the first round of submissions. Underpinning our negotiations was the absolute need for a process that is respectful and affords dignity to our members as you tell your story of workload and recommend workload reduction initiatives.

## Workload Advisory Council submission process

You can make a submission to the WAC using your C4T, school laptop, and using your school's internet. Go to <https://survey.qed.qld.gov.au/anon/3619.aspx> and you'll be taken to the landing page.

Importantly there is a contact enquiry email if you require support. You should feel free to copy [workload@qtu.asn.au](mailto:workload@qtu.asn.au) into your email, but the formal response to your enquiry will be provided by the department.



Queensland Government Department of Education

Workload Advisory Council - Submissions Page 1 of 7

**About the Workload Advisory Council (WAC)**

The Department of Education State School Teachers' Certified Agreement 2019 (the Agreement) contains a commitment by the Department of Education and the Queensland Teachers' Union to provide effective work practices that support wellbeing, work-life balance and a safe work environment (Clause 2.17.1).

As part of this commitment, the parties agreed to establish a teacher Workload Advisory Council (WAC) over the life of the Agreement (nominal expiry date of 30 June 2022).

The function of the WAC will be to ensure the workload of teachers, heads of program, and school leaders aligns with the 'Principles of Good Workload Management' that is outlined within Schedule 6 of the Agreement, and to be a forum to collect information about issues contributing to workload pressures, monitor and review workload impact issues identified at a school, regional and systemic level, and inform workload reduction initiatives.

**WAC Scope and Submission Process**

The scope of the WAC is to investigate and understand factors that are contributing to the workload of teachers, heads of program, and school leaders, and to drive inter-departmental collaboration to develop solutions, innovate work practices to increase efficiency, and contribute to a positive workplace culture. The WAC will also review and consider recommended initiatives and solutions to relieve workload pressure where possible including effective health, safety and wellbeing strategies.

It is important when preparing a submission about your personal workload that workload is about the amount of work performed in a given period of time rather than work value that is the type of work performed and the value assigned to that work. To inform the work of the WAC, submissions are invited from employees covered by the Agreement regarding workload issues, including school, regional and system level issues.

The Queensland Teachers' Union, Queensland Secondary Principals' Association, Queensland Association of Combined School Leaders, Queensland Association of Special Education Leaders, Queensland Association of State School Principals, Outdoor Environmental Education Centres Principals Alliance, and Queensland Guidance and Counselling Association will also have an opportunity to provide submissions to the WAC.

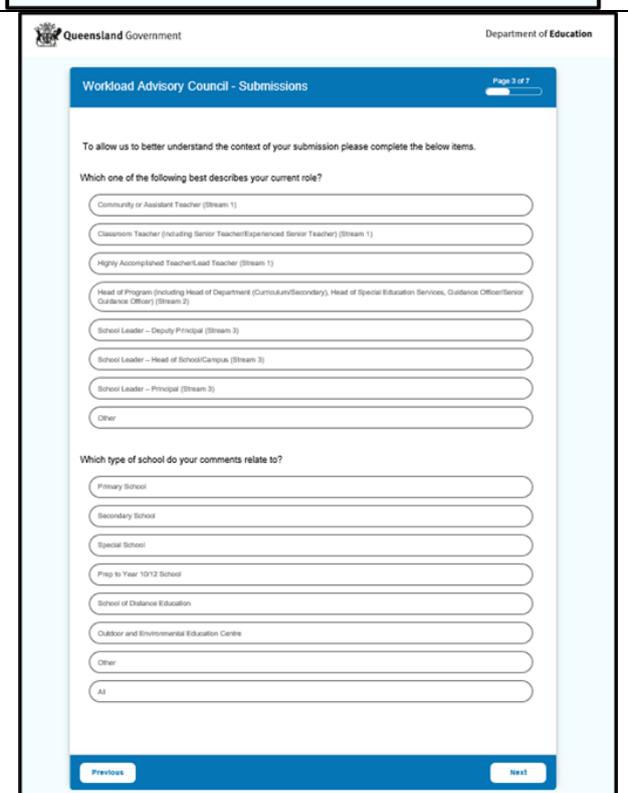
To provide an individual submission please complete the following survey form (please note all survey attachments cannot total more than 6MB). Thank you in advance for providing this submission. Your contribution to the Workload Advisory Council is highly valued and greatly appreciated.

Next

The first two questions assume that you are making a submission to the WAC as an individual member of the QTU.

But if you are a QTU committee chair or president of a QTU branch the QTU recommends:

- On question one, tick other and specify your role as, for example, Beck Humphreys, President Central Queensland Area Council, QTU
- On question two, tick other and specify by writing sent on behalf of the Area Council.



Queensland Government Department of Education

Workload Advisory Council - Submissions Page 3 of 7

To allow us to better understand the context of your submission please complete the below items.

Which one of the following best describes your current role?

Community or Assistant Teacher (Stream 1)

Classroom Teacher (including Senior Teacher/Experienced Senior Teacher) (Stream 1)

Highly Accomplished Teacher/Lead Teacher (Stream 1)

Head of Program (including Head of Department (Curriculum/Secondary), Head of Special Education Services, Guidance Officer/Senior Guidance Officer) (Stream 2)

School Leader - Deputy Principal (Stream 3)

School Leader - Head of School/Campus (Stream 3)

School Leader - Principal (Stream 3)

Other

Which type of school do your comments relate to?

Primary School

Secondary School

Special School

Prep to Year 10/12 School

School of Distance Education

Outdoor and Environmental Education Centre

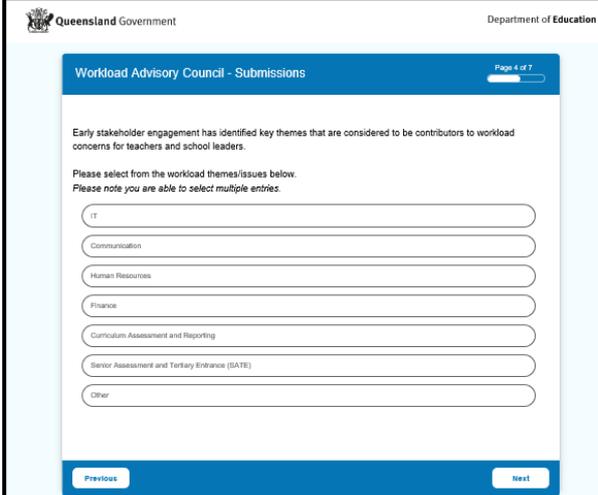
Other

All

Previous Next

The third block of questions will be a challenge for some members. The first question asks you to identify a theme, but the QTU knows that members' experiences will not necessarily fit into the options that the department have provided.

In this circumstance, identify "other"



Queensland Government Department of Education

Workload Advisory Council - Submissions Page 4 of 7

Early stakeholder engagement has identified key themes that are considered to be contributors to workload concerns for teachers and school leaders.

Please select from the workload themes/issues below.  
Please note you are able to select multiple entries.

IT

Communication

Human Resources

Finance

Curriculum Assessment and Reporting

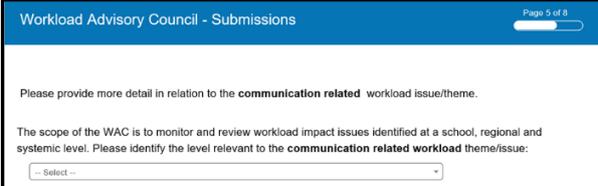
Senior Assessment and Tertiary Entrance (SATE)

Other

Previous Next

The next page includes a drop down menu that asks you to identify the level that is the source of the workload: systemic, regional, or local level.

This data will be important to the QTU, because our workload reduction campaign has identified six levels of workload that are national, **state**, **regional**, community, **school**, and individual. Data on levels, provided through the WAC submissions, will be useful for our continued campaigning.



Workload Advisory Council - Submissions Page 5 of 8

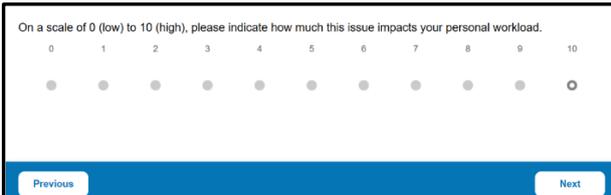
Please provide more detail in relation to the **communication related** workload issue/theme.

The scope of the WAC is to monitor and review workload impact issues identified at a school, regional and systemic level. Please identify the level relevant to the **communication related workload** theme/issue:

-- Select --

The other question on this page asks you to indicate how much this issue impacts your workload.

The QTU believes that members would not be taking the time to make a submission to the WAC unless there was a high level of impact on your personal workload.



On a scale of 0 (low) to 10 (high), please indicate how much this issue impacts your personal workload.

0 1 2 3 4 5 6 7 8 9 10

Previous Next

The next three questions are imperative. QTU representatives on the WAC are relying on your submission to make the arguments that will inform workload reduction initiatives.

We can summarise the next three questions as:

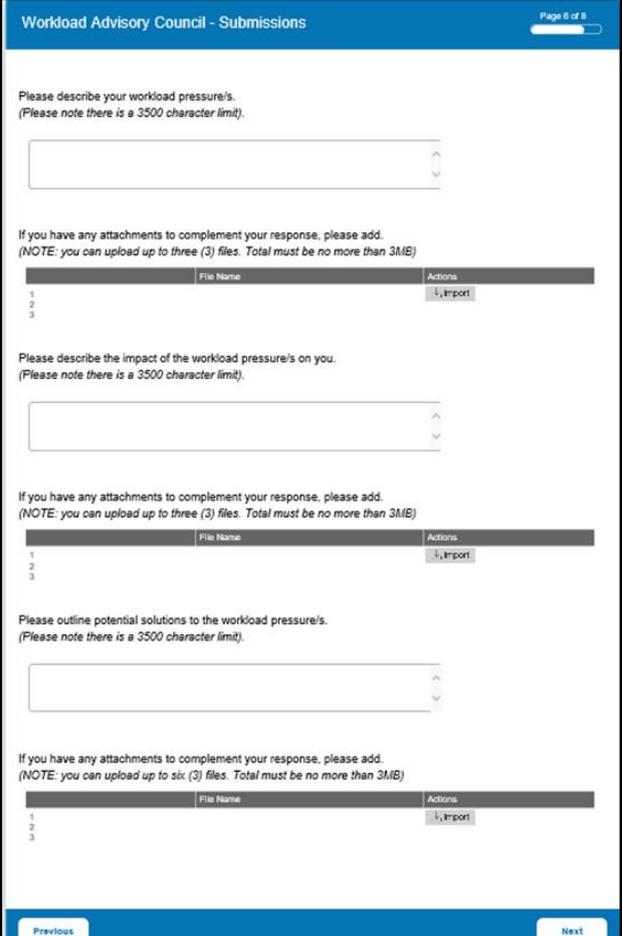
**what is the workload issue?**

**how does this impact on you?**

**what can be done?**

In addition to the 3500 characters in each text box, submissions can include attachments.

Remember this is about providing QTU representatives on the WAC with information needed to present the case for the workload reduction initiatives. Clearly labelled and relevant annotations on attachments will assist.



**Workload Advisory Council - Submissions** Page 6 of 8

Please describe your workload pressure/s.  
*(Please note there is a 3500 character limit).*

If you have any attachments to complement your response, please add.  
*(NOTE: you can upload up to three (3) files. Total must be no more than 3MB)*

	File Name	Actions
1		Import
2		
3		

Please describe the impact of the workload pressure/s on you.  
*(Please note there is a 3500 character limit).*

If you have any attachments to complement your response, please add.  
*(NOTE: you can upload up to three (3) files. Total must be no more than 3MB)*

	File Name	Actions
1		Import
2		
3		

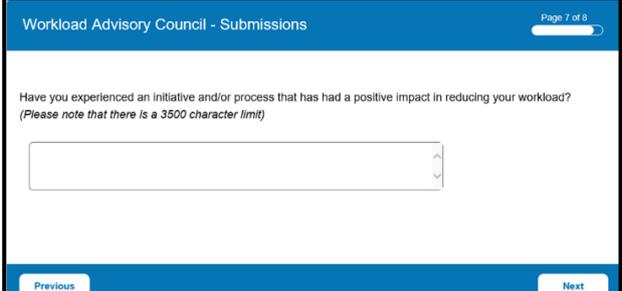
Please outline potential solutions to the workload pressure/s.  
*(Please note there is a 3500 character limit).*

If you have any attachments to complement your response, please add.  
*(NOTE: you can upload up to six (6) files. Total must be no more than 3MB)*

	File Name	Actions
1		Import
2		
3		

Previous Next

The next page is an important opportunity to share learnings, from other schools, other states or territories, or even other countries.



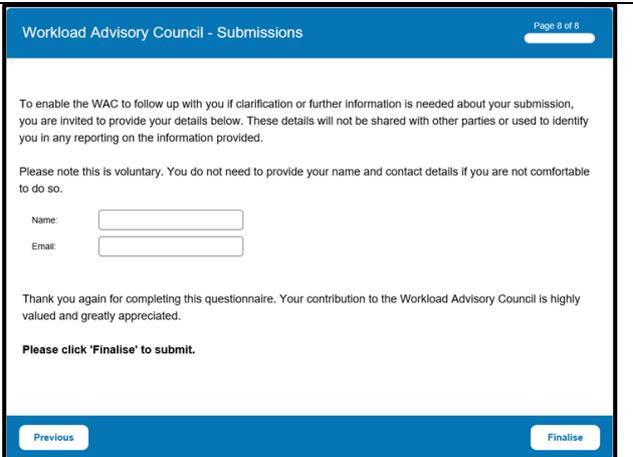
**Workload Advisory Council - Submissions** Page 7 of 8

Have you experienced an initiative and/or process that has had a positive impact in reducing your workload?  
*(Please note that there is a 3500 character limit)*

Previous Next

The final page asks for name and email details. QTU branch presidents or secretaries can include their own name and email details on behalf of the relevant QTU members.

QTU members can also advise the QTU that a submission has been made with a brief summary of the points in an email to [workload@qtu.asn.au](mailto:workload@qtu.asn.au)



Workload Advisory Council - Submissions Page 8 of 8

To enable the WAC to follow up with you if clarification or further information is needed about your submission, you are invited to provide your details below. These details will not be shared with other parties or used to identify you in any reporting on the information provided.

Please note this is voluntary. You do not need to provide your name and contact details if you are not comfortable to do so.

Name:

Email:

Thank you again for completing this questionnaire. Your contribution to the Workload Advisory Council is highly valued and greatly appreciated.

Please click 'Finalise' to submit.

Previous Finalise

Click finalise to submit. The QTU understands that clicking finalise should generate an automated response from the WAC secretariat to advise that your submission has been received.

Contact [Teachers.EBA9@qed.qld.gov.au](mailto:Teachers.EBA9@qed.qld.gov.au) if an automated response is not received.

The WAC website on OnePortal is then the best place to track the forward work plan for the WAC.