



Office of the  
Education  
Registrar

# Expression of Interest

DOE 953

Provision of Services as a  
Compulsory Conference Conciliator

# EXPRESSION OF INTEREST – TENDER NO. DOE 953

## Provision of Services as a Compulsory Conference Conciliator

### 1. Introduction

#### 1.1. Overview

The Registrar, Education is seeking expressions of interest from persons suitable to conduct compulsory conciliation conferences associated with the non-attendance of students at school.

The intent of compulsory conciliation conferences is to improve outcomes for Tasmanian students not currently attending school by providing those who are responsible for ensuring a child attends school with a way to participate in a process, and to voice their needs to enable and support them to ensure the student returns to school. The conferences will involve everyone necessary to support a resolution to non-attendance, including parents/guardians, the child (if the child wants to), and school staff.

#### 1.2. Multi-Use List of providers

This expression of interest will establish a list of providers (the List) from which the Registrar will engage services to conduct conciliation conferences.

Inclusion on the list is not a guarantee that a service provider will be engaged by the Registrar.

#### 1.3. Period of list

The List will be in place for a period of 12 months.

It is intended that the Office of the Education Registrar will conduct an Expressions of Interest process annually.

### 2. Information for potential compulsory conference conciliators

#### 2.1. What does a compulsory conference conciliator do?

The compulsory conference conciliator plays an important role in preparing, coordinating and facilitating a compulsory conciliation conference. The conciliator, who must remain neutral, helps to facilitate discussions about the child's or youth's non-attendance. The conciliator is then required to provide a report for the consideration of the Registrar, Education.

The aim of the conference is to achieve an outcome that all participants can agree on to support and enable a child or youth to return to school.

#### 2.2. Qualifications, skills and experience

Conference conciliators may come from a variety of backgrounds. Although no formal qualifications are required, specialised skills and knowledge are necessary to provide services as a conciliator.

Applicants must address the following criteria by providing examples from practical experience in conference facilitation or related professional work:

1. Knowledge of conciliation principles and restorative practices together with an understanding of the needs of children and youth at school.
2. Ability to communicate appropriately with a range of client groups, including children, young people, families and professionals from government and non-government agencies, and to engage them in collaborative negotiation and decision making;
3. Demonstrated group work facilitation skills and experience including highly developed conflict resolution skills; mediation and negotiation skills and experience.
4. Ability to understand and apply administrative law, in particular an understanding of the role and responsibility of the conference conciliator in the context of the *Education Act 2016*

All criteria is weighted equally.

### 2.3. What qualifications do you need?

Conciliators come from a wide range of professions including social workers, psychologists, police officers, teachers etc. However, no formal qualifications are required.

Being available is very important, as there are time restrictions on conducting conferences. As such, this role is ideally suited to those who would like an active retirement or work part-time.

State Servants who are successful and engaged to provide conciliation services are not entitled to be paid twice.

### 2.4. What personal attributes do you need?

- You are able to engage with young people and adults from a range of cultural and social backgrounds.
- You listen carefully to others, identify their expectations and concerns and discuss issues credibly and thoughtfully. You communicate messages clearly, structure written communication so that it is easy to follow and adapt your communication style to address the needs of different people.
- You behave in an honest, ethical and professional way, focus on achieving objectives even in difficult circumstances, and respond to pressure in a calm manner.
- You have knowledge of youth at risk and/or family social difficulties and restorative principles.
- You have knowledge of the *Education Act 2016*, particularly its principles and objectives and how they relate to compulsory conciliation conferencing.
- You identify key individuals and organisations within government and the community who need to be involved in decision making, and facilitate negotiations for outcomes, seeking guidance when required.

## 2.5. Job details

- Ensure the conciliation conference process is facilitated in accordance with legislative principles and their requirements including Ministerial Instructions.
- Manage conflict that may occur within the conciliation conference.
- Maintain accurate records of conference outcomes and other relevant information in accordance with guidelines issued by the Registrar, Education.
- Report to Registrar, Education on the outcome of the conciliation.

## 2.6. Working Environment

- Conciliators must have a current Working with Vulnerable Persons Registration or evidence that an application has been made.
- Conferences will be held in various locates throughout the State and conciliators need to be able to transport themselves to the appropriate location.
- Conciliators are required to work as autonomous contractors with limited supervision.
- Conciliators must have the capacity to work flexible hours.

## 3. Process for Expressing Interest

The following documents must be submitted as part of the Expression of Interest submission

- A written application addressing the criteria outlined below;
- An Expression of Interest letter indicating availability and capacity in terms of hours of service or number of conferences; capacity for some intrastate travel; and how potential conflicts of interest will be managed;
- Evidence of Working with Vulnerable Persons Registration or evidence that an application has been made;
- Copies of Insurance documentation as outlined in item 7 below; and
- Names and contact details of two referees where at least one is a professional with direct knowledge through observation of the applicant's facilitation skills.

**Applicants must address the following criteria** by providing examples from practical experience in conference facilitation or related professional work:

- 1) Knowledge of conciliation principles and restorative practices together with an understanding of the needs of children and youth at school.
- 2) Ability to communicate appropriately with a range of client groups, including children, young people, families and professionals from government and non-government agencies, and to engage them in collaborative negotiation and decision making;
- 3) Ability to understand and apply administrative law, in particular an understanding of the role and responsibility of the conference conciliator in the context of the *Education Act 2016*; and

- 4) Demonstrated group work, facilitation and mediation skills including highly developed conflict management skills.

All criteria is weighted equally.

#### 4. Contact and Information

If you have any questions or would like further information about compulsory conciliation conferencing in general or this Expression of Interest in particular, please contact Katharine O'Donnell on (03) 6165 5713.

#### 5. Closing Time and Date and Lodgement of Expressions of Interest

Expression of interest open Saturday 8 July 2017

Expression of Interest close at 2:00pm Wednesday 19 July Tasmanian Time

Electronic Lodgement at [www.tenders.tas.gov.au](http://www.tenders.tas.gov.au)

Or at the

Tender Box  
Department of Education  
"Letitia House"  
Olinda Grove Mount Nelson 7007

#### 6. Contract Fee Schedule

Conciliators are paid per conference. The rate of pay per conference will be paid at the scheduled rate shown below.

	GST Exc
Standard Fee 1 - Up to three hours*	\$350
Standard Fee 2 - Up to and capped at six hours	\$700
Re-convene Conference 1 – up to three hours	\$180
Re-convene Conference 2 – over three hours	\$320

\*A conference is required to go at least 30 mins over the three hours before the next level fee can be charged.

All prices are GST exclusive.

#### 7. Insurances

- a) The contract requires the conciliator to have personal accident and public liability insurance of \$20,000,000 and professional indemnity insurance of at least \$5,000,000. This is an Agency standard.

- b) Conciliators may already be insured personally (e.g. through full membership of the Australian Association of Social Workers (AASW) or other professional body providing appropriate cover) or under the auspices of a company, agency or other organisation to undertake the role of conciliator for the Office of the Education Registrar.
- c) In the case of the latter arrangement, the insurance policy must include reference to conferencing work on behalf of Office of the Education Registrar, provide the required level of cover and name the conciliator/s specifically as the individual/s covered to carry out this role.

## 8. Evaluation of Applications

- a) Applications will be evaluated by a panel and will be assessed based on the qualitative criteria and information to be provided as outlined in Item 3 above. Referees will be contacted by the panel for a telephone reference.
- b) Shortlisted Applicants may be invited to attend an interview. The interview will be used to explore the relevant skills, knowledge and personal experience of the applicant to assess their competency against the criteria.

## 9. Contract Information

- a) The contract between the Registrar, Education and the Conciliator will be for a period of one year from the commencement date.