

CESE Advisory Council Charter

Version 6.0

Version and amendment table

Date	Version	Amendments
July 2014	1.0	Original release
October 2014	2.0	Altered to reflect new process for CESE publications
August 2015	3.0	Revised to include CESE's new location in the department's structure and revised publication process
May 2016	4.0	Revised to include changes in CESE Advisory Council membership
June 2017	5.0	Revised to clarify roles and responsibilities, membership, probity, governance and publication process
April 2021	6.0	Revised to reflect CESE's remit following the department's restructure in 2020 and clarify governance, roles and responsibilities

1. Context

1.1 Establishment of the Centre for Education Statistics and Evaluation (CESE)

The Centre for Education Statistics and Evaluation (CESE or the Centre) was established within the NSW Department of Education in 2012 by the then NSW Minister for Education, to serve the whole education cluster and beyond. The Minister appointed a high-level Advisory Council (the Council) to guide the work of the Centre.

CESE undertakes in-depth analysis of education programs and outcomes across early childhood, school, training, and higher education to inform whole-of-government, evidence-based decision-making. Put simply, it seeks to find out what works best. Its focus is all education in NSW. The Centre's main responsibilities within the department are:

- qualitative and quantitative research, including data analysis, evidence papers and case studies that build understanding and uptake of evidence-based practice
- robust data collection to enable research and statistics for the education and training sector
- evaluating key policies and programs to strengthen quality delivery and student outcomes
- national engagement on research agenda and data strategy
- driving capability uplift in use of data and evidence as part of everyday practice
- trialling innovative initiatives to improve student outcomes.

More information about the Centre can be found at: <https://education.nsw.gov.au/cese>.

1.2 CESE priority work plan

The priority work plan identifies the major strategic projects, strategic evaluations and capability building work undertaken by the Centre. The priority work comes from many sources including the NSW Minister for Education and Early Childhood Learning, the Secretary of the NSW Department of Education, other Department of Education divisions and other government agencies. The department executive are responsible for endorsing the CESE priority work plan.

The Centre also undertakes exploratory research and analysis to inform policy decisions. Such work will be brought to the Advisory Council to give advice on whether it should be further developed.

2. Roles and responsibilities

The NSW Minister for Education appoints members to the multi-disciplinary Advisory Council to guide the work of the Centre. The Council provides advice to the Centre on:

- relevant educational research or initiatives to inform potential opportunities and future projects
- bolstering teacher and public confidence in CESE's data analysis and evaluation by bridging the gap between researchers and educators
- the quality of the Centre's projects, providing feedback to ensure they meet high standards of rigour, independence and integrity
- subgroups to be formed for specific tasks.

Council members may participate in research or evaluation reference groups, steering groups or any similar body.

The Council is comprised of diverse cross-sectoral skills and experience, and serves to provide advice and recommendations to the Centre. CESE is not bound by advice received from the Advisory Council but will consider it within the context of the overall strategy and direction of the department.

3. Membership

3.1 Suitability for appointment

Council members bring together cross-sectoral perspectives and national and international expertise in relation to all facets of education and the skills sector, and must demonstrate their capacity to contribute in this regard.

3.2 Number and type of members

The Council shall be comprised of a minimum of 5 and a maximum of 11 members, including the Deputy Secretary, Education and Skills Reform who will be an ex-officio member of the Council. A member may be an employee of the department.

4. Appointment and tenure

4.1 Members

Members are appointed to the Council by the NSW Minister for Education and volunteer their time.

- The Minister may, at any time and without providing reasons, terminate the membership of any member of the Council by serving written notice on the member. The Minister must specify a date from which termination is effective.
- The Minister may review membership of the Council at any time.
- Members may resign at any time.

4.2 Chair

The Chair of the Council shall be appointed by the Minister.

4.3 Acting Chair

Should the Chair of the Council be absent from a meeting, the ex-officio member will be appointed as Acting Chair for the particular meeting.

4.4 Quorum

The quorum for a council meeting is half the number of members plus one.

5. Conduct of members

Following a member's appointment by the NSW Minister for Education, the department requires the member to sign an engagement letter relating to probity and governance aspects of their obligations as a member of the Council. This agreement includes, but is not limited to:

5.1 Confidentiality

Members must not disclose any official information or documents acquired as a consequence of membership of the Council unless authorised to do so or required by law.

5.3 Conflicts of interests and roles

A conflict of interest arises where a Council member's personal, financial or other interests compromise, influence, affect, potentially affect or could be reasonably considered as likely to affect their independence as a Council member. Role conflicts occur when members represent 2 different roles, the performance of which may raise perceived or actual conflicts.

Members must be aware of all potential conflicts of interests and role conflicts and must declare any such potential, perceived or real conflicts to the Council at the commencement of their term and during the term as any such conflicts arise.

6. Remuneration

Members are not entitled to be remunerated in relation to their membership on the Council.

6.1 Reimbursement

Members are entitled to be reimbursed for legitimate expenses incurred while carrying out their duties. Such expenses may include travel or the payment of an allowance for the use of a private motor vehicle. Any claims must comply with applicable Treasury circulars or departmental policies and guidelines as applicable.

7. Administrative arrangements

7.1 Secretariat

The Secretariat to the Advisory Council will be hosted in CESE. The Group Director, CESE will be the Executive Officer to the Advisory Council.

7.2 Meeting papers

Meeting papers will be provided to members electronically, at least one week before a meeting date.

7.3 Minutes

The Secretariat will arrange for minutes to be taken of each meeting. Draft minutes will be sent to members as soon as possible following each meeting.

Any member may propose an agenda item or raise matters with the Council, through the secretariat, out of session.

7.4 Review of Charter

The Council will review this Charter as required, agree on any recommendations for change and advise the Secretariat of any proposed changes.

8. Meetings

The frequency of meetings will be determined by the Council, but will usually be 4 times each calendar year. Members may attend in person, by phone or by video conference.