
Policy Title: Inspection of ACT Non-government School Applications, Registration Panel Reports and the Register of Non-government Schools

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Identifier: IONGSA200906

Legislation: *Education Act 2004*
ACT Civil and Administrative Tribunal Act 2008
Territory Records Act 2002
Privacy Act 1988 (C'wlth)

1. POLICY STATEMENT

- 1.1 Sections 79, 83 (7), 84 (7), 85 (5), 87 (4), 88A (5), 89 (5), and 98 of the *Education Act 2004* (the Act) outline the Director-General's obligations to make applications, registration panel reports and the register of non-government schools available for inspection upon request by members of the public.
- 1.2 The Act requires the Director-General to make available upon request a copy of applications, registration panel reports and the register of non-government schools for inspection by members of the public at the Education and Training Directorate during ordinary business hours.

2. RATIONALE

- 2.1 The aim of this policy is to detail guidelines to:
- establish a protocol for the inspection of applications, registration panel reports and the register of non-government schools
 - detail procedures required to obtain partial or full copy of applications, reports and the register of non-government schools.

3. DEFINITIONS

Application means an application made under the Act by a person or a proprietor of a school for in-principle approval, provisional registration, registration or renewal of registration of a school or registration of an additional campus or year levels

Director-General is the person engaged under division 3.4 of the *Public Sector Management Act 1994* as the Director-General of the Education and Training Directorate

Directorate means the Education and Training Directorate

Non-government school means a registered non-government school

Panel reports means a report made by a panel that is appointed by the Minister of Education and Training to report on an application

Register of non-government schools means the register kept by the Registrar of Non-government Schools under section 79 of the Act

4. PROCEDURES

- 4.1 Applications, registration panel reports and the register of non-government schools will be kept within the Non-government Education Section of the Directorate.

Address: 220 Northbourne Avenue
BRADDON ACT 2602

Phone: 02 6205 9301

Business Hours: 8.30am-5pm

- 4.2 In order to inspect and/or obtain a partial or full copy of an application, registration panel report or the register of non-government schools, prior notice of at least one business day must be given to the Directorate through the Non-government Education Section.
- 4.3 On arrival at the Directorate of the person making the request, front office staff will notify the Non-government Education Section to present the requested documents for inspection. This will enable the Directorate to keep an accurate record of requests made for inspection.
- 4.4 Prior to inspection of a document an *Acknowledgement of Inspection or Copy of Non-government School Documentation* (Form 11) must be completed and signed. This form will be provided by the Non-government Education Section.
- 4.5 For a hard copy of applications, registration panel reports or the register of non-government schools no fee will be charged for the first 20 pages. If, however, more than 20 pages are required, a nominal fee of 10 cents per page will apply, in line with ACT Government photocopying charges.
- 4.6 All valid hard copies of applications, registration panel reports or the register of non-government schools will be complete with a signature by a member of the Non-government Education Section. Only final, approved copies of documents will be made available for inspection or copying. No electronic copies of these documents will be made available. Copies of non-government school registration certificates will not be made available.
- 4.7 The Non-government Education Section will maintain a record of details of members of the public who request inspection of these documents and a record of all copies of documentation copied and provided to members of the public.

5. POLICY OWNER

Director, Information, Communications and Governance Branch

6. RELATED POLICIES

Manual for the Registration of Non-government Schools in the ACT