

Freedom of Information Act 1989

Section 7 Statement

2011

In accordance with the requirements of this section of the ACT *Freedom of Information Act 1989* (the FOI Act), the following statement is correct to 30 June 2011. It reports on the particulars, functions and powers of the agency, as well as certain categories of documents held by the agency and the arrangements for public participation in the formulation of policy and operations.

Organisational Functions and Powers

The organisational functions and powers of the Directorate are described in Section C5 of the Directorate's *Annual Report 2010-2011*, which is available from the Directorate's website at <http://www.det.act.gov.au>. Legislation administered by the Directorate is listed in Section A2 of the Directorate's *Annual Report 2010-2011*.

Public participation in decision-making

Arrangements for public participation in decision-making include:

- calling for public submissions
- holding public meetings and forums with opportunities for public discussion
- establishing committees for consultation on specific issues
- circulating draft documents, including policies, for public comment
- circulating draft bills before the Legislative Assembly
- community representation on public school boards
- engaging with the ACT Council of Parents and Citizens Associations
- receiving feedback through the Minister's Office

Categories of documents

The Directorate holds several categories of documents including those:

- available on request and without charge
- that are part of a public register
- available for a fee
- available under the FOI Act, subject to the exemption provisions of the Act.

Contracts executed by the Directorate after 1 October 2007, with a value of \$20,000 and over, may be found on the ACT Government Shared Services Procurement website <http://www.procurement.act.gov.au/contracts>.

Documents available on request and without charge

Documents within this category include publications produced by the Directorate on various aspects of its activities. These publications are often distributed from public schools throughout the ACT and are usually available on the Directorate's website at <http://www.det.act.gov.au>. Other documents within this category include discussion papers, information pamphlets, census data and annual reports.

Documents of other kinds that may be available under the FOI Act

Such documents may include:

- general records, including internal, interdepartmental and public documents such as minutes of meetings, agendas, background papers, and policies
- statements, correspondence and administrative records
- personnel records
- student records
- records held on microfilm, computer or paper in connection with Directorate functions
- financial records
- details of contracts and tenders
- operational policies

Facilities for access

People seeking information are encouraged to first contact the Directorate before using the more formal freedom of information (FOI) process. The Directorate contact for FOI is:

The FOI Coordinator
Information, Communications and Governance Branch
ACT Education and Training Directorate
GPO Box 158
CANBERRA ACT 2601

The physical location of the FOI Coordinator is:

220 Northbourne Avenue, BRADDON, ACT
Telephone: (02) 6207 6846
Fax: (02) 6205 9453

A regular bus service is available from most locations in the ACT to within walking distance of this location. Advice on bus services and times is available from <http://www.action.act.gov.au> or by calling 13 17 10.

Short-term parking is available at the main entrance, with reserved parking for people with disabilities. For assistance with specific arrangements for access to the physical location, phone the Directorate on (02) 6205 9400.