ACT Government Logo - Education and Training Directorate Version

INSPECTION OF ACT NON-GOVERNMENT SCHOOL APPLICATIONS, REGISTRATION PANEL REPORTS AND THE REGISTER OF NON-GOVERNMENT SCHOOLS PROCEDURE

These procedures must be read in conjunction with the *Inspection of ACT Non-government School Applications, Registration Panel Reports and the Register of Non-Government Schools Policy*.

1. Overview
   1. These procedures set out the requirements for responding to requests from the public for inspection of documents relating to applications, registration panel reports and the register of non-government schools.
2. Rationale
   1. The *Education Act 2004* (the Act) provides for members of the public to inspect these documents.
   2. The *Registration of Non-government Schools in the ACT – 2015 Manual* provides for electronic copies of these documents to be provided upon written request.
3. Procedures
   1. Applications, registration panel reports and the register of non-government schools are kept by the Governance and Assurance Branch (Liaison Unit) of the Education and Training Directorate.
   2. Members of the public wishing to inspect and/or obtain an electronic copy of an application, registration panel report or the register of non-government schools, should lodge this request in writing:

* via the Directorate’s online form which is available at: [www.det.act.gov.au./contact\_us](http://www.det.act.gov.au./contact_us)
* by mail to: Manager, Liaison Unit

ACT Education and Training Directorate  
GPO Box 158  
Canberra ACT 2601  
Australia

* 1. Requests to inspect or receive electronic copies of these documents should include the name and contact details of the person making the request as per that person’s identification documentation.
  2. Prior to providing the requested documents for inspection the Liaison Unit’s officer (or other Directorate representative) will confirm the identity of the person inspecting the documents against both photo identification (such as drivers licence) and the information provided in the written request.
  3. The Liaison Unit will maintain a record of all requests made relating to this procedure.
  4. Electronic copies of applications, registration panel reports or the register of non‑government schools provided under this procedure will bear the Liaison Unit’s stamp, signature of a Liaison Unit officer or similar, and the date the copy is provided.