

No. S21, Monday 7 May 1990

**DEPARTMENT OF EDUCATION**

***A.C.T. FREEDOM OF INFORMATION  
ACT 1989***

**SECTION 7 STATEMENT**

## FREEDOM OF INFORMATION ACT - SECTION 7 STATEMENT

The following statement, correct to March 1990, is in response to the requirements of Section 7 of the ACT Freedom of Information Act 1989 and sets out the basic structure and functions of the ACT Department of Education.

### Establishment

The ACT Schools Authority was established under the Schools Authority Ordinance 1976. (In August 1989 the name of the ACT Schools Authority was changed by administrative arrangement to the Department of Education). As an administrative unit of the Department, includes the Bureau of the Arts. " ed

### Organisation

The head of the Department of Education is the Secretary. The Office of the Department is staffed by members of the Australian Public Service and the ACT Teaching Service. It is divided into two divisions as shown in the attached organisation chart.

### Functions

The Department establishes and conducts public preschools, primary schools, high schools and secondary colleges in the ACT and other schools and education-related institutions as approved by the Minister. The Department also administers the funding and registration of non-government schools and through the Arts Bureau provides services and assistance to the arts and other community groups. In addition, the Department administers grants to a number of post school institutions.

### Powers

The Department has wide powers under the Schools Authority Act 1976 to hold land and occupy buildings, enter into contracts, establish school boards, invest moneys and in general do all things necessary for the performance of its functions.

### Outside Participation

School Boards established under the Schools Authority Act 1976 represent and consult with a wide range of community groups.

At the school level, considerable authority is devolved to the school and its community through the school boards.

School board membership is made up of elected parent and teacher representatives, a Departmental nominee, and the principal as an ex officio member. Boards of primary and secondary schools are similar, except that secondary school boards have formal student representation.

The boards determine policy in key areas such as curriculum and student discipline, and oversee the management of school finances. They also participate in the process of principal selection.

In addition to a board, most schools have a Parents and Citizens Association which provides support through fundraising and social activities.

The Arts Bureau works closely with the arts community and consults regularly with the ACT Cultural Industries Council and other representative bodies over major issues and in the development of new policies.

Grants to arts organisations are approved by the Minister on the recommendation of the Arts Development Board. The Board, comprising nine people expert in the field, is appointed by the Minister to advise on arts policies and grants priorities.

#### Legislation Conferring Powers

The Department of Education derives certain powers affecting members of the public under the following legislation:

- Education Act 1937
- Schools Authority Act 1976
- Teaching Service Act 1972
- Public Service Act 1989
- Audit Act 1989
- Community Development Fund Act 1981
- Canberra Theatre Trust Act 1965

#### Functions and Powers

The following statement of the Department's functions and powers which affect the public is provided in respect of the functions of the various sections within the office structure.

#### Executive (including Directors)

##### Functions

Plan, co-ordinate and implement policies for the effective management of the Department; represent the Department and liaise with other organisations.

### Internal Audit

The Internal Audit Unit provides a systematic review of accounting, financial, ADP and other operations of the Department and its schools.

## RESOURCES DIVISION

### FUNCTIONS

The Resources Division is responsible for the financial and human resource management of the ACT public school system, for funding and registration of non-government schools, and for management of arts policy and development.

### POWERS

The Division exercises powers in respect of the ACT administrative law package and in respect of financial arrangements.

### ARRANGEMENTS FOR OUTSIDE PARTICIPATION

There is continuing consultation with union groups on matters affecting the employment conditions of staff, and outside participation through union and school board representation in the selection of school principals.

## PLANNING AND RESOURCE MANAGEMENT BRANCH

### Facilities Planning and Projects Section

Undertake forward planning for the Department's facilities, including demographic analyses and enrolment projections. Develop and manage the Department's capital works program. Prepare educational specifications for capital and maintenance projects, oversight project documentation, monitor construction and accept projects at handover on behalf of the Department.

### Computing Section

Design, implement and maintain administrative computer systems. Investigate and co-ordinate the introduction of technological innovation.

### Finance Section

Develop and implement systems of financial control within the Department including budgetary estimating procedures. Provide a stores and contracts service to all schools and administrative locations operated by the Department.

Property Management Section

Develop and manage the Department's repairs and maintenance programs. Monitor and deal with matters of safety and security associated with school buildings, occupants and contents. Monitor and manage assessment of school space needs, consolidation of space, and lease and hire of facilities. Management of services to Department properties including utilities, cleaning, grounds maintenance, service contracts and telephones. Manage the Department's janitorial services.

Strategic Planning Section

Co-ordinate statistical collections, analysis, and information services. Co-ordinate development of education/corporate plan. Undertake financial planning and analysis.

**STAFFING BRANCH**

Teaching Service Section

Administer ACT Teaching Service recruitment, registration, placements, transfers, promotions, conditions of service, and casual relief arrangements.

Personnel Services Section

Develop, implement and review policies, practices and procedures for personnel management, establishments and office services matters. Process salary, leave and other entitlements. Co-ordinate APS recruitment, promotion and transfer processes. Provide office services including registry, office accommodation, printing functions, stationery stores, courier, travel and self-drive vehicles.

Industrial and Legal Section

Develop and administer Department policies relating to Industrial Relations, Administrative Law, EEO, Occupational Health and Safety. Provide advice and counselling to officers and employees on personal and professional matters covering the fields of welfare and rehabilitation.

**EXECUTIVE SUPPORT**

Co-ordinate replies to Ministerial and Legislative Assembly questions and correspondence. Provide support to the Department's Executive. Prepare background papers and liaise with other bodies.

### NON-GOVERNMENT SCHOOLS OFFICE

Administer funding and registration of non-government schools in the ACT; provide policy advice on general ACT education policies and arrange the assessment of non-government schools for registration under the ACT Education Act.

### ARTS BUREAU

Provide services and assistance to the arts and arts related community groups. Advise on arts policy matters, administer arts grants program, provide support services to the ACT Arts Development Board.

### SCHOOLS DIVISION

#### FUNCTIONS

The Division provides central educational services to ACT public schools, develops policy and curriculum frameworks and monitors schools' performance, grant student credentials.

#### POWERS

The division may approve certain grants for work in curriculum advancement.

#### ARRANGEMENTS FOR OUTSIDE PARTICIPATION

Members of the Division's specialised committees are drawn from the community, from appropriate community agencies and from government departments and authorities.

### DEVELOPMENT SERVICES BRANCH

#### Accreditation Section

Develop and implement policy on the accreditation/approval/registration/reporting/certification of secondary college, high school and primary school curricula in the ACT; maintain course register; administer the Australian Scholastic Aptitude Test.

#### Curriculum Section

Provide curriculum consultancy services including:

- curriculum support for classroom teachers;
- in-service education programs at school and central level;
- advice about other systems, schools and materials and programs available;
- Career Education and Work Experience activities.

Professional Development Section

Identify and cater for professional development needs of the Department, including administration of study awards and teacher exchanges. Develop and maintain central professional library and school library consulting services. Administer the teacher assessment centre process.

Publications and Public Relations Section

Produce publications and audio visual material for curriculum and administrative purposes. Maintain liaison with news media and the community.

School Performance, Review and Development Section

Assist in the conduct of program evaluations and school review for groups of schools. Advise and assist in the areas of student assessment and testing and in school-based evaluations.

School Support Section

Provide support for the day-to-day operation of schools and the implementation of policy. Administer a number of system programs and facilities including sports administration, learner assistance and reading recovery, ESL, resource teachers, school buses, school board administration, secondary college enrolments, overseas students, evening classes and education centres. Co-ordinate DEET programs.

Staff Performance, Review and Development Section

Provide professional input to registration and recruitment of teachers, probation, master teacher classification, promotion/transfer reports and selection panel operations.

Student Services Section

Provide support for the day-to-day operation of schools and preschools. Provide operational support in the system-wide special services areas of special education, guidance, counselling and the Educational Guidance Centre, preschools, behaviour units, itinerant teachers and hospital schools.

**Directors of Schools**

Each Director is responsible, within the Department's policies and programs, for the implementation of education services within a region and is required to facilitate the development and implementation of efficient school operations and to exercise management responsibilities of system wide activities.

### Categories of Documents

#### Documents available:

Schools Bulletins; newsletters and prospectuses; information leaflets and brochures; annual reports; grievance appeal procedures; professional development handbooks; guidelines, policies, manuals, instructions on accreditation and registration procedures, and reports.

Documents of other kinds held by the Department which may be made available under the Freedom of Information Act include:

- Ministerial correspondence and briefings, answers to questions;
- Correspondence;
- Financial records;
- Staffing, administration and asset control records;
- Meeting papers;
- Student progress and attendance records;
- Personnel files and records;
- Office, administrative documents and contracts;
- Computer programs and files;
- Building plans;
- Course details and records; and
- Research and planning documents.

The list is intended to be indicative only and not inclusive. It is included to assist members of the public to exercise their rights under the Act.

**Facilities for access:** the Office of the Department of Education is located in Macarthur House, at the corner of Macarthur and Northbourne Avenues, Lyneham; an inquiry counter, located on the ground floor of Macarthur House, provides an information service.

**Freedom of Information procedures and initial contact points:** applications for access to documents under the Freedom of Information Act should be addressed to ACT FOI Office, PO Box 921, Civic Square ACT 2608. Application forms are available from the inquiry counter at the personnel section of Macarthur House. Applications should provide sufficient information to enable an officer to identify the document sought.



# ACT DEPARTMENT OF EDUCATION

MINISTER FOR HEALTH, EDUCATION AND THE ARTS

## SECRETARY

[Stat. Appt. Old SES Lev 5 equiv]  
DR E WILLMOT 746 9770

### RESOURCES DIVISION Deputy Secretary

SES Band 2 - Mr P Sadler 246 9709

**STAFFING BRANCH**  
Director SES B1  
Mr M Woodward [atg] 746 9110

- SENIOR ADVISOR**  
ASO Class 8
- PERSONNEL SERVICES SECTION - PFO** 746 9781
  - Personnel
  - APS conditions of service
  - Establishing APS staff
  - Office services
  - Records management
  - Travel/vehicles
  - Office accommodation
- INDUSTRIAL & EMPLOYMENT SERVICES SECTION - PFO** 246 9793
  - Industrial relations
  - Legal
  - EEO
  - Staff welfare
  - Staff relations & compensation
- TRAINING SERVICE SECTION - PFO** 246 9779
  - Teacher level 3 [S]
  - Recruitment
  - Transfer
  - ACIS conditions of service

- FINANCE & RESOURCE MANAGEMENT BRANCH**  
Director SES B1  
Ms J Reilly [atg] 746 9369
- FINANCE SECTION - PFO** 746 9725
  - Resource planning & budget
  - Accounting
  - Equipment/assets control
- COMPUTING SECTION - PFO** 746 9303
  - SW & hardware
  - ASO Class 8
  - ADP systems dev't
  - Network facilities
  - Office automation
  - User support training
- PROPERTY PLANNING AND PROJECTS SECTION - PFO** 746 9396
  - Facilities planning
  - Project management
  - Capital works program
- PROPERTY MANAGEMENT SECTION - PFO** 746 9248
  - ASO Class 8
  - H. i. Fellows
  - Repairs & maintenance
  - Community use
  - Space management
  - School clothing
- STATISTICAL PLANNING SECTION - PFO** 746 9123
  - Teacher level 3 [S]
  - Education
  - Financial
  - Statistics
  - Planning/analysis
  - School based management

- Task Force Human Resource Management System**  
ASO Class 8  
Mr J Benson

### SCHOOLS DIVISION Deputy Secretary

SES Band 2 - Mr M Sawatzki 746 9317

**OPERATIONS BRANCH**  
Director  
Teacher Level 4  
Mr A Murray 246 9242

- SCHOOL SUPPORT SECTION - PFO** 246 9265
  - ASO Class 8
  - Director admin
  - Sports administration
  - Education centres
  - Learning assistance
  - Bus policy
  - ESU & IFC
  - Learning recovery
  - ASO Class 8
  - DEPT co ordination
  - Evening colleges
- STUDENT SERVICES SECTION - PFO** 246 9754
  - Teacher level 3 [S]
  - Ms S Lambert [atg]
  - Guidance counselling
  - Pre-schools & HPCPC
  - Educ. Guidance Centre
  - Behaviour units
  - Itinerant
  - Hospital schools
  - Therapy centre
  - Suspension/exclusion

- SCHOOL PERFORMANCE REVIEW & DEVELOPMENT SECTION - PFO** 795 7871
  - Teacher level 3 [S]
  - Ms P Banks
  - Evaluation
  - Allocation performance
  - School board reports
  - Research
  - Support dirs [SCHOOLS]
  - Program review
- STAFF PERFORMANCE REVIEW & DEVELOPMENT SECTION - PFO** 746 1366
  - H. D. Kelly
  - Advice to applicants
  - Performance assessment
  - Probation
  - Recruitment interviews
  - Master teacher program

- INTERNAL AUDIT UNIT**  
ASO Class 8 246 4674  
Mr H Mansfield [atg]
- GOV. GOVERNMENT SCHOOLS SECTION - PFO** 757 6170  
Mr L. Hecath [atg]
- ALLS BUREAU - PFO** 246 2115  
Mr R Cook
- Executive Support Unit**  
ASO Class 8 746 9309  
Mr J. Harkness
- Support to Executive Committee & Ministerial Liaison**

**DEVELOPMENT SERVICES BRANCH**  
Director  
Teacher Level 4  
Mr B Dooley 295 4348

- PUBLICATIONS & PUBLIC RELATIONS SECTION - PFO** 246 9221
  - Public relations
  - Editorial
  - Printing
  - Forms
  - AV production
- ACCREDITATION SECTION - PFO** 795 1030
  - Teacher level 3 [S]
  - Mr R Groves
  - Senior courses
  - Course registration
  - T. 10/12 certification
  - Student assessment
  - ASNI administration
- CURRICULUM SECTION - PFO** 795 4353
  - Teacher level 3 [S]
  - Ms D Kerr
  - Curriculum framework
  - School curric support
  - Career education
  - Gifted/intert

- PROFESSIONAL DEVELOPMENT SECTION - PFO** 795 4318
  - Teacher level 3 [S]
  - Ms H Doyle [atg]
  - Staff development
  - Study awards
  - Research
  - Seminars/conferences
  - Assessment centre
  - Library services
  - Patent/community services
- QMC ADMINISTRATION UNIT**  
295 4311

- Mr R Iane**  
Director 251 1149  
Teacher Level 4  
Melbourn
- Ms C O'Connor**  
Director 287 4800  
Teacher Level 4  
Central Canberra
- Mr J Hamilton**  
Director 290 1366  
Teacher Level 4  
Tuggerahong
- Mr D Southern**  
Director 282 4677  
Teacher Level 4  
Woden/Weston Creek

PHD - Principal Executive Officer, ATO - Administrative Services Officer, [S] - Secretary, SES - Senior Executive Service, AS - Assistant Secretary, [A] - Administrative Services Section 3 May 1990 Enquiries: John Wykes, 746 9 859  
Prepared in the Publications Unit, Department of Education, ACT