

Freedom of Information

Information Statement

The [Freedom of Information Act 1991](#) (FOI Act) provides members of the public with a legally enforceable right of access to documents held by the SA Government, subject only to such restrictions as are reasonably necessary for the proper administration of the Government. It also enables people to apply for the amendment of records concerning their personal affairs if they consider them to be incomplete, incorrect, out-of-date or misleading.

The following information statement for the Department for Education is published pursuant to Section 9 of the FOI Act.

Structure and functions of The Department for Education

- The most recent [Annual report](#) contains a comprehensive description of the structure and functions of the department which affect the public.
- The department's structure is defined through the department's [organisational structure](#).
- [Find schools, preschools and other services](#).
- [The Strategic Plan](#) outlines priority areas for improvement within the department and how they will be achieved.
- For further information please visit the department's [website](#).

Public participation in agency policy development

The department actively invites public participation in its policy development in a number of ways. These include membership of school governing councils, preschool management committees, volunteer parent organisations, and other boards and committees. Submissions are regularly invited through calls for public consultation on the department's [Policy consultation process](#) webpage.

Policy documents

The department's policy documents can be broadly classified in the following subject areas:

- Child safety and wellbeing
- Early childhood and preschool
- Finance and assets
- Human resources
- ICT, communications and strategy
- Schooling



Access copies of [departmental policy documents](#) or further information on how to inspect or obtain copies of the policy documents, including contact details.

Documents held within the Department for Education

Documents held by the department fall broadly into categories described below, either in hardcopy or electronic formats.

- Corporate files containing correspondence, memoranda and minutes
- Policies, procedures, guidelines, frameworks
- Employee records
- Student records
- Finance, expenditure, procurement, contracts
- Annual reports, strategic plans
- Administrative records
- Documents relating to the functions of the department

Documents available for inspection (whether as part of a public register or otherwise)

Departmental documents held at [State Records](#) and can be searched via [ArchivesSearch](#). Historical documents are available, which include but not limited to:

- Student Admission Registers
- administrative school and corporate records
- teacher and school history.

Kinds of documents available for purchase

- Resource packages for educators
- Books, teacher resources

Kinds of documents available free of charge

The following types of documents/information are available on the department's [website](#) or upon request:

- [School results](#)
- [Employment records](#)
- [Research and data](#)

- [Statistics, reports and publications](#)
- Department data on [Data SA](#) and [My School](#) websites
- [Site Annual reports, resource statements and summaries by site \(by searching by site\)](#)
- [Education and care locations](#)
- [Parent information and support](#)
- [Student support](#) services and information
- [School and educators](#) information and resources
- [Annual reports](#)
- [Policies](#)
- [Strategic Plan](#)

Making an application for access to documents

In accordance with the Act, applications for access to documents held by an agency must:

- be made in writing (you may choose to [apply online](#), use the [application form](#), email or write a letter)
- specify that the application is made under the *Freedom of Information Act 1991*
- be accompanied by the application fee (exemptions apply for Members of Parliament and pensioners or health care card holders)
- specify an address in Australia to which information can be sent
- clearly identify the documents being sought or the matter to which they pertain
- specify whether the documents contain information of a personal nature
- specify the desired type of access to the document, such as inspection of the document at an arranged location or having a copy made
- you may be asked to provide evidence of your identity.

Making an application to amend a document

Applications can be made to amend a record held by the agency concerning personal affairs if they are incomplete, incorrect, misleading or out of date.

In accordance with the Act, applications for amendment of documents held by an agency must:

- be made in writing (you may choose to [apply online](#), use the [application form](#), email or write a letter)
- specify that the application is made under the *Freedom of Information Act 1991*
- specify an address in Australia to which information can be sent

- clearly identify the record to be amended
- provide such information as is necessary in order for the records to be amended.

Application to review a determination under FOI

If you are refused access to all or part of a document that you requested access to, you will be informed of the reasons why and advised of your rights to seek a review or appeal.

You can also seek a review or appeal if you have applied for your personal records to be amended under FOI and the amendment has been refused.

Complete the [FOI application form - review decision](#) to request a review.

Contact details for Ombudsman SA

Phone: 8226 8699

Toll Free: 1800 182 150 (within SA)

Email: ombudsman@ombudsman.sa.gov.au

Contact details for South Australian Civil and Administrative Tribunal (SACAT)

Phone: 1800 723 767

Email: sacat@sacat.sa.gov.au

Where to send applications:

Accredited FOI Officer

Freedom of Information

Department for Education

GPO Box 1152

ADELAIDE SA 5000

Email: Education.FOI@sa.gov.au

Telephone: (08) 8226 3231 (9.00am–5.00pm Monday to Friday).

An overview of how freedom of information operates in South Australia is available from the [State Records website](#).