

DEPARTMENT OF EDUCATION INFORMATION STATEMENT

The Department of Education's role is to deliver services to young Territorians to maximise their educational outcomes and wellbeing from their early years through to senior years of schooling. The [Department of Education's Strategic Framework 2018-2022¹](#) sets out the direction of the department to ensure every child has the best start in life, through early learning and school education, gains a brighter future.

This departmental information statement:

- provides an overview of the structure and functions of the organisation;
- describes the kinds of information usually held by the organisation; and
- describes the procedures for providing access to and correction of government information (personal and non-personal) held by the organisation.

ORGANISATIONAL STRUCTURE

The department's organisational structure is made up of divisions that provide expert advice, policy and guidelines to government, our regions and schools. These divisions include:

- Corporate Services
- Digital and Data
- Education NT
- Education Policy and Programs
- Engagement and Partnerships
- School and System Improvement
- Strategic Policy and Executive Services

DEPARTMENTAL FUNCTIONS AND RECORDS KEPT

A record is a piece of information which has been created or used by a Public Sector Organisation (PSO) to come to a decision, formulate advice, conduct a transaction, or in some way document government business (NT Public Sector Organisations Records and Information Management Standards, 2018). Records and information created, held and used by the department are stored in either paper-based or electronic files, systems and servers and are situated in various repositories across corporate and school environments. This information is not generally available to the public and requests to access information are primarily managed under the provisions of the NT [Information Act²](#) (the Act).

Records created for specific subjects, based on agency functions, are outlined below.

¹ <https://education.nt.gov.au/education/statistics-research-and-strategies/strategic-plan>

² <https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT-2002>

Department of Education functions	Business division functions	Business division records
<p>Corporate Services</p>	<ul style="list-style-type: none"> • Financial Services • Planning and Infrastructure • Human Resources • Legal Services • Resolution Centre 	<p><u>Corporate records</u> are organised around key departmental functions and activities including:</p> <ul style="list-style-type: none"> • planning and infrastructure • facility management • financial management • government relations • health and safety • strategic management • human resource management • workforce development • professional learning • legal services <p><u>Personnel records</u> are maintained for all departmental employees. These records exist in electronic and paper form and contain information relating to an individual's work history including appointments, performance, leave, salary arrangements, grievances and appeals, and movements (transfers, secondments, relocations). Individuals have access rights to their personal information held by a public sector organisation.</p>
<p>Education NT</p>	<ul style="list-style-type: none"> • School Improvement and Leadership North • School Improvement and Leadership South • Quality School Systems and Support 	<p><u>School records</u> contain administrative and educational information relating to the school and students. Students and past students have access rights to their records. Parents/ legal guardians have access rights to their child's records aged 17 years and under. Consent may be sought from the individual where confidentiality agreements are in place regarding parental/ guardian access to personal information. School records are held by the school in hardcopy format and in electronic systems and may include:</p> <ul style="list-style-type: none"> • documents of school representative bodies • education adjustment plan records • financial records • official letters, memoranda and reports of inspections

		<ul style="list-style-type: none"> • school improvement and business plans • student files
Engagement and Partnerships	<ul style="list-style-type: none"> • Community Engagement and Local Decision Making • Indigenous Education and Operations • International Education and Non-Government Schools Services • Student Engagement • Transition Support 	<p><u>Education Partnerships records</u> are organised around key departmental functions and activities including:</p> <ul style="list-style-type: none"> • community engagement records of meetings • international services • non-government schools • student engagement information • student case management records (Transition Support Service) • tertiary, training and education
Digital and Data	<ul style="list-style-type: none"> • Digital services • Data services • Digital and Data Strategy and Partnerships • Digital and Data Project Management Office 	<p>Digital and Data manage all approved digital systems that store data.</p> <p><u>Digital and Data records</u> may include:</p> <ul style="list-style-type: none"> • Australian Early Development Census • Digital and Data project management • early childhood program participation • enrolment and attendance • information management policies, procedures and advice • information communication and technology services, assets, policies and advice • Northern Territory Certificate of Education and Training (NTCET) statistics • school suspension • school survey • strategic reporting • student achievement
Education Policy and Programs	<ul style="list-style-type: none"> • Early Childhood Education and Care 	<p><u>School education records</u> may include:</p> <ul style="list-style-type: none"> • Australian Early Development Census

	<ul style="list-style-type: none"> • Student Wellbeing and Inclusion • System Impact and Standards • Quality Teaching and Learning 	<ul style="list-style-type: none"> • curriculum assessment and standards policies and guidelines • early childhood education and care strategic direction • early childhood program participation • enrolment and attendance information • Northern Territory Certificate of Education and Training (NTCET) statistics • schools management • school suspension • student achievement (NAPLAN and systemic tests) • student disability files • student management and support information and case notes
Strategic Policy and Executive Services	<ul style="list-style-type: none"> • Strategic Policy • Executive Services 	<p><u>Strategic Policy and Executive Services records</u> may include:</p> <ul style="list-style-type: none"> • government relation information/ correspondence • intergovernmental agreements • internal and external communications and marketing • legislation services advice • research and evaluation advice • risk management and audit • secretariat and executive support • strategic management • strategic policy advice
School and System Improvement	<ul style="list-style-type: none"> • Improvement Strategies, Collaboration and Engagement • Improvement and Performance Analytics 	<p><u>School and System Improvement records</u> may include:</p> <ul style="list-style-type: none"> • school improvement journeys • school perception survey analysis • Accountable Performance Improvement Framework review • Reports on Annual School Improvement Plan focus and Self and School review status

PUBLISHED INFORMATION

Information available to the public on the department's website³ is grouped and accessible through nine categories:

[Careers in Education](#)

[Policies](#)

[Statistics, research and strategies](#)

[Committees, regulators and advisory groups](#)

[Building Better Schools](#)

[Publications](#)

[Support for teachers](#)

[Education events and awards](#)

[Reviews and consultations](#)

A copy of departmental Annual Reports are also available on the website through the '[About us](#)'⁴ link.

Open data sets for enrolment and attendance and student suspension is made available on the department's public website, in addition to a summary of NTCET statistics. All other information is not generally available for public inspection or copying. A special request for access to information of this kind would be considered by the department.

Northern Territory Government schools may also have public websites and social media accounts detailing their school information and activities.

More information about the department can be found on the Department of Education's external website at <https://education.nt.gov.au/>.

Terms of access

All information published on the department's website is available free of charge. Where possible, information is directly linked and available for you to download. If you are having difficulties in accessing any of these documents, please contact us so that we can assist you by providing the information in an alternative format. The link to our contacts page is <https://education.nt.gov.au/contact>.

ACCESSING YOUR PAST SCHOOL RESULTS

Current and past students of government schools can obtain replacement copies of school results through an agency administrative access scheme. Individuals will need to complete an [application form](#)⁵ which requires various details of such as name, date of birth, contact details, name of school and calendar year to which the document/s relate. Fees for this service range from \$22-\$50.

You can access copies for any of the following:

- Year 10 results

³ <https://education.nt.gov.au/>

⁴ <https://education.nt.gov.au/about>

⁵ https://nt.gov.au/_data/assets/pdf_file/0010/227269/application-for-replacement-documentation.pdf

- Year 11 statement of results
- Record of achievement Year 11 and Year 12
- Northern Territory Certificate of Education, prior to 2011, including the record of achievement
- Northern Territory Certificate of Education and Training.

For more information on how to access a copy of your past school results go to:

<https://nt.gov.au/learning/adult-education-and-training/get-a-copy-of-your-past-school-results>

HOW TO OBTAIN ACCESS TO INFORMATION OR SEEK CORRECTION OF PERSONAL INFORMATION

Freedom of information (FOI) allows individuals to request access to or correction of government information held by a PSO.

Only that particular agency can process your request.

Under a FOI request you can apply to:

- Access non-personal information
- Access personal information
- Correct personal information
- Seek an internal review of a decision

Government agencies must provide you with the information unless one of the specific refusal reasons set out in the Act apply.

These reasons can be that:

- the information is already publicly available;
- it's not in the public interest to do so;
- the information is subject to an exemption;
- the information cannot be identified or does not exist; or
- providing access to the information would unreasonably interfere with operations.

You can submit your Freedom of Information requests to a government agency by:

- written letter - this can be a letter or email; or
- filling in the [application form](#)⁶.

Request in writing

For an application to be valid and processed it must:

- be in writing;
- specify your name and an address for correspondence;
- include sufficient details to identify the information;

⁶ <https://nt.gov.au/law/rights/freedom-of-information/what-you-need-to-lodge-a-request>

- include proof of your identity - e.g.: the organisation sighting or receiving a copy of your driver's licence or similar document - to find out more about proof of identity, please see the [Office of the Information Commissioner website⁷](#); and
- be accompanied by the application fee (if applicable).

Application fees

Personal information - There is no application fee to request personal information but there may be other fees that apply.

Non-personal information or a mix of non-personal and personal information - There is an application fee of \$30 (including GST) that must be made before an application for non-personal information is accepted, as well as search, processing and copying fees.

Definition of *Personal information*

The current NT *Information Act* defines **personal information** as:

4A Personal information

- (1) Government information that discloses a person's identity or from which a person's identity is reasonably ascertainable is **personal information**.
- (2) However, the government information is not **personal information** to the extent that:
 - (a) the person's identity is disclosed only in the context of having acted in an official capacity for a public sector organisation; and
 - (b) the government information discloses no other personal information about the person.
- (3) In this section:

acted in an official capacity, in relation to a public sector organisation, means having exercised a power or performed a function as, or on behalf of, the organisation.

Processing fees

Once your request for information has been assessed, an agency may ask you to pay them a fee to process it if your request is for non-personal information or for a mix of personal and non-personal information.

You will first need to pay a deposit for this processing fee.

Once you've paid the deposit, the agency will process your request.

⁷ <https://infocomm.nt.gov.au/freedom-of-information/make-an-access-application>

You will then be asked to pay remaining balance of the processing fee and you will be notified of a final decision relating to your information access or correction request.

Deposit for processing fee

All of the following apply to processing fee deposits:

- the agency will not proceed with your application until you have paid the required deposit;
- paying the deposit does not guarantee that you will get all the information you requested;
- if the actual cost of processing ends up being less than your deposit (for example, if it is quickly discovered that no information exists) you will be refunded the excess amount; and
- an agency can keep your deposit even if no information is ultimately released to you, if the actual processing costs are higher than the deposit.

CONTACT

For more information about requests and fees please see the NTG Freedom of Information website <https://nt.gov.au/law/rights/freedom-of-information>.

Freedom of Information and Privacy contact details

All Freedom of Information requests and queries should be made to:

Freedom of Information and Privacy
 Postal Address: PO Box 4821
 DARWIN NT 0801
 Email: Detfoi.det@nt.gov.au
 Phone: (08) 8999 5787

RELATED POLICY, LEGISLATION AND DOCUMENTS

Departmental policies	Privacy Policy⁸ Privacy Complaints Policy⁹ Privacy Complaint Handling Guidelines and Procedures¹⁰
Northern Territory Government policies	Records Management Standards for public sector organisations in the NT¹¹
Northern Territory legislation	Information Act¹² Education Act¹³

⁸ https://education.nt.gov.au/_data/assets/pdf_file/0003/574248/privacy-statement.pdf

⁹ https://education.nt.gov.au/_data/assets/pdf_file/0003/574248/privacy-statement.pdf

¹⁰ https://education.nt.gov.au/_data/assets/pdf_file/0003/574248/privacy-statement.pdf

¹¹ <https://dcis.nt.gov.au/government-records/ntps-organisations-records-information-management-standards>

¹² <https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT-2002>

¹³ <https://legislation.nt.gov.au/Legislation/EDUCATION-ACT-2015>