

Information Statement

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1.1	30 June 2020	Joanna Bennett	Inclusion of Centralised Services
1.2	8 July 2020	Joanna Bennett	Feedback incorporated from Strategic Services
1.3	10 July 2020	Joanna Bennett	Feedback incorporated from Engagement and Partnerships
1.4	13 July 2020	Joanna Bennett	Feedback incorporated from School and System Improvement
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1.6	10 Sep 2020	Joanna Bennett	Feedback incorporated from Department of Corporate and Digital Development - Information Management
1.7	3 Dec 2020	Joanna Bennett	Feedback incorporated from Early Years Education Services
1.8	8 Dec 2020	Joanna Bennett	Feedback incorporated from Department of Corporate and Digital Development - Business Connector
1.9	14 Dec 2020	Joanna Bennett	Feedback incorporated from Department of Infrastructure and Planning

This document should be read in conjunction with the department's Privacy Statement¹.

1. Introduction

The Department of Education's (the department) role is to provide educational services to young Territorians, to maximise their educational outcomes and wellbeing from the early years, through to senior years of schooling. As per Section 11 of the *Information Act 2002* (NT) (the Act), the department is required to publish an annual Information Statement.

This Information statement:

- provides a description of the structure and functions of the department;
- describes the kinds of information usually held by the department;
- describes the procedures for providing access to government information (personal and non-personal); and
- describes the procedure for correcting information held by the department.

2. Organisational Structure

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

These divisions include:

- Agency Operations
- Early Years and Education Services
- Education NT
- Engagement and Partnerships
- School and System Improvement
- Strategic Services.

As part of One NTG Centralised Services, three other agencies provide services to the Department of Education and include:

- Department of Corporate and Digital Development
- Department of Infrastructure, Planning and Logistics
- Department of Attorney General and Justice.

¹ https://education.nt.gov.au/__data/assets/pdf_file/0003/574248/privacy-statement.pdf

3. Definitions

Personal Information as defined by section 4A of the Act is:

- (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.

Records as defined by section 4 of the Act:

'means recorded information in any form (including data in a computer system) that is required to be kept by a public sector organisation as evidence of the activities or operations of the organisation, and includes part of a record and a copy of a record.'

4. Agency Functions

Division	Function	Business Areas	Types of records held
Agency Operations	Provide quality and tailored corporate systems, support and advisory services for the department and oversee the interagency relationships and partnering agreements with One NTG Centralised Services.	<ul style="list-style-type: none"> • Financial Services • Resolution Unit • Property and Asset Management • Workplace Stakeholder Engagement • Work, Health & Safety • Legal Services 	<ul style="list-style-type: none"> • financial management • property and asset management • complaint management • industrial stakeholder engagement • health and safety • teacher housing and security • legal services • corporate governance • freedom of information • strategic information policy • privacy

Division	Function	Business Areas	Types of records held
Early Years and Education Services	<p>Build the capability of educators and leaders through the universal, targeted and differentiated provision of services, support and professional learning for schools.</p> <p>Support all learners through targeted and evidence-based services, professional learning and programs in disability, inclusion, wellbeing and behaviour, and support families and schools to develop strategies and programs to enhance learning and access to the curriculum.</p> <p>Support the provision of quality early childhood education and care services, and support integrated services.</p> <p>Provide coordination and reporting of interagency and intergovernmental priorities. Lead operational policy development and monitoring across the agency.</p>	<ul style="list-style-type: none"> • Systems Impact and Standards • Student Wellbeing and Inclusion • Quality Teaching and Learning • Early Childhood Education and Care 	<ul style="list-style-type: none"> • interagency and intergovernmental coordination and reporting • curriculum, assessment and standards • policies and guidelines • early childhood program participation • school management • professional Learning and programs <p>Regulatory records (Early Childhood Education and Care regulated services)</p> <ul style="list-style-type: none"> • children medical records (investigation files) • enrolment records (investigation files) • staff records (investigation files) • complainant, informant and witness personal information • investigation and intelligence reports <p>Student records</p> <ul style="list-style-type: none"> • enrolment and attendance • student achievement including: <ul style="list-style-type: none"> ○ NAPLAN ○ Northern Territory Certificate of Education and Training (NTCET) • Australian Early Development Census data • student support including education adjustment plans • allied health including counselling, occupational therapy, psychology and speech pathology

<p>Education NT</p>	<p>Embed a strong focus on school improvement to ensure that schools are empowered to make decisions in the best interest of their students, while maintaining a consistent approach and adherence to the department’s broader strategic imperatives. Build capability of leaders and attract, develop and retain quality school leaders.</p> <p>Provide operational advice and services to schools, tailored to their needs and focused on supporting their improvement agenda.</p> <p>Support schools by providing advice, programs and/or projects on all elements of workforce planning to attract, retain and develop quality educators. Build capability of schools to implement strategies to attract, develop and value Aboriginal Educators.</p>	<ul style="list-style-type: none"> • School Improvement and Leadership • School Leadership Development • Quality School Systems and Support • Teacher Attraction and Retention including the Aboriginal Education Unit 	<p>School management</p> <ul style="list-style-type: none"> • school workforce, recruitment, planning and resourcing • school administration • school representative bodies • school finance • official letters, memoranda and reports of inspections • school improvement and business plans <p>Student records</p> <ul style="list-style-type: none"> • student record folders • student medical records • case management information • student’s portfolio record • enrolment and attendance • student achievement including: <ul style="list-style-type: none"> ○ term and semester reports ○ NAPLAN • evidence of learning • suspensions
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Division	Function	Business Areas	Types of records held
Engagement and Partnerships	<p>Build strong partnerships with, students, families, schools, the community and industry to:</p> <ul style="list-style-type: none"> • Empower communities to be more involved in the education of their children • Implement the Community Led Schools Initiative • Increase student attendance • Support the transition of remote aboriginal students to boarding school • Regulate courses and accommodation for International students • Register and regulate non-government schools 	<ul style="list-style-type: none"> • Indigenous Education and Operations • Transition Support Unit • International Education and Non-Government Schools Services • Community Engagement and Local Decision Making • Student Engagement • Strategic Partnerships • Engagement Programs and Sports Education 	<ul style="list-style-type: none"> • community engagement • international services • non-government schools • student engagement <p>Student records</p> <ul style="list-style-type: none"> • transition support • case management as it relates to enrolment and attendance and boarding students • student engagement • tertiary, training and education
School and System Improvement	<p>Monitor and support the successful delivery of the Education NT Strategy by establishing and implementing a system wide, data driven, coherent school and system improvement framework and tailored, evidence based strategies and support for our schools.</p>	<ul style="list-style-type: none"> • Improvement Strategies, Collaboration and Engagement • Improvement and Performance Analytics 	<ul style="list-style-type: none"> • school improvement journeys • school perception survey analysis • reports on Annual School Improvement Plan focus for schools • school review outcomes and recommendations

Division	Function	Business Areas	Types of records held
Strategic Services	Provide strategic and executive support to the Chief Executive, Minister and the broader department to enable the effective implementation of the department's strategic objectives, programs, communications, risk, external relations and strategic digital and data functions. Lead the strategic implementation and reporting of inter-agency and intergovernmental priorities.	<ul style="list-style-type: none"> • Strategic Policy • Executive Services • Transformation and Adaptive Leadership • Performance • Enterprise Project Management Office 	<ul style="list-style-type: none"> • agency governance • government relations • 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 • awards and events management • reporting and analysis • NAPLAN online project data management • project and program documentation and reports

Department of Education Centralised Services (One NTG)

The following information is managed on behalf of the Department of Education by One NTG partner agencies.

Requests to access or amend this information should still be made to the Department of Education, as per the processes set out below

Department		Centralised Service	Types of records held in relation to the delivery function
Department of Corporate and Digital Development	Client liaison for the delivery of consolidated corporate services.	<ul style="list-style-type: none"> • Procurement • Workforce Relations • Workforce development • Data • Digital • Web • Fleet • Information Management 	<ul style="list-style-type: none"> • procurement • personnel records • student records • HR case management • information communication and technology services and policy • fleet management • corporate records
Department of Infrastructure, Planning and Logistics	Client liaison for the delivery of consolidated infrastructure services.	<ul style="list-style-type: none"> • capital works • minor new works • repairs and maintenance 	<ul style="list-style-type: none"> • property and asset management • finance
Department of Attorney General and Justice	Client liaison for the delivery of legal services.	<ul style="list-style-type: none"> • Solicitor for the Northern Territory 	<ul style="list-style-type: none"> • case management

Information Statement

5. Published Information

Information available to the public on the department's website² is grouped and accessible through nine categories:

- Careers in Education
- Publications
- Policies
- Support for teachers
- Statistics, research and strategies
- Education events and awards
- Committees, regulators and advisory groups
- Reviews and consultations
- School programs and initiatives

Annual Reports are available on the website via the Publications section and open datasets for enrolment and attendance, student suspension and NT Certificate of Education and Training (NTCET) statistics are made available via the Statistics, research and strategies section.

Northern Territory Government schools may have their own websites and social media accounts that provide details of the school and their activities. The Education Directory³ provides further information and contact details for schools.

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

Terms of access

All information published on the department's website is freely available. Where possible, information is directly linked and available for you to download. If you are having difficulty accessing any of these documents, please contact us via our contact page⁴ so that we can assist you by providing the information in an alternative format.

6. Accessing past school results

Current and past students can obtain replacement copies of school results through the department's NT Certification team. This includes copies of:

- Year 10 results
- Year 11 statement of results
- Record of achievement Year 11 and Year 12
- Northern Territory Certificate of Education and Training

Fees for this service range from \$22 - \$50 and individuals will need to complete an application form⁵.

² <https://education.nt.gov.au>

³ <https://directory.ntschoools.net/#/schools>

⁴ <https://education.nt.gov.au/contact>

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

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>

7. 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 the department.

Under FOI you can apply to:

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

The department is required to provide you with the information requested 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 is 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 FOI requests to the department by:

- written letter - this can be a letter or email; or
- filling in the application form⁶

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

Freedom of Information and Privacy Officer

Address: PO Box 4821
DARWIN NT 0801

Email: detfoi.det@nt.gov.au

Phone: (08) 8999 5967

Application

For an application to be accepted as 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;
- be accompanied by any applicable application fees.

Application fees

Personal information

There is no application fee to request personal information however other fees may apply.

Non-personal information or a mix of non-personal and personal information

An application fee of \$30 (including GST) applies to requests for access to non-personal or mixed personal and non-personal information. This fee must be paid before an application can be accepted.

Processing fees

If your request is for non-personal information or a mixture of personal and non-personal information a processing fee may apply. The department will advise you of this fee and will require a 50% deposit before work can begin on your application.

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 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 retain your deposit even if no information is released to you, if the actual processing costs are higher than the deposit.

Once a deposit has been received, the department will begin processing your request. The balance of the processing fee must be made in order to receive a final decision on your application.

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

8. Related policy, legislation and documents

Policy, standards and legislation relating to how the department manages information includes:

- *Information Act 2002 (NT)*⁷
- *Education Act 2015 (NT)*⁸
- Department of Education Privacy Statement⁹
- NTG Records and Information Management Standards¹⁰

⁷ <https://legislation.nt.gov.au/Legislation/INFORMATION-ACT-2002>

⁸ <https://legislation.nt.gov.au/Legislation/EDUCATION-ACT-2015>

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

¹⁰ <https://dcis.nt.gov.au/government-records/ntps-organisations-records-information-management-standards>