This document should be read in conjunction with the department’s Information privacy policy.

# Introduction

The Department of Education (the department) provides educational services to young Territorians in order to maximise educational outcomes and wellbeing from the early years, through to senior years of schooling. In accordance with Section 11 of the *Information Act 2002* (NT) (the Act), the department is required to publish an Information Statement annually that:

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

# 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:

* Regional Services
* Inclusion and Engagement Services
* Teaching and Learning Services
* Educational Leadership, Culture and Care
* Strategic Policy Projects and Performance
* Agency Services
* Quality Standards and Regulation

The department’s annual report provides further information on the department’s organisational structure[[1]](#footnote-1).

# 3. Centralised 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.

# 4. Definitions

## 4.1 Personal Information

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:
     1. the person's identity is disclosed only in the context of having acted in an official capacity for a public sector organisation; and
     2. the government information discloses no other personal information about the person.

4.2 Acted in an official capacity

As defined in section 4A, 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.

4.3 Records

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.’

# 5. Functions of the Organisation

| Division | Business Areas | Types of records held / records relating to: |
| --- | --- | --- |
| **Regional Services**  Provide operational and improvement support to schools and early childhood services and enable the delivery of high-quality education services to children and students across NT regions. | * Education Improvement * School Operations * Education * Big Rivers * Central * Barkly * Top End * East Arnhem * Darwin | * Instructional leadership and coaching * School Operations – coaching, advice and support * Cultural leadership and advice in regions to support Aboriginal student achievement * Leadership of education improvement * Differentiated support * Regional strategic planning * Professional Learning * Communities/Communities of Practice * Evidence and data translation * Regional co-ordination / intragovernmental liaison |
| **Inclusion and Engagement Services**  Provide differentiated support services to reform inclusion and improve engagement and access to learning for children, students, and communities. | * Student Wellbeing and Inclusion Programs and Services * Student Engagement Programs and Services * Community Engagement and Local Decision Making * Strategic Engagement Partnerships * Business Administration Services | Project and reform documentation including:   * Framework for inclusion - mental health, wellbeing and inclusion reform projects * Education Engagement Strategy 2022-2031 * Indigenous Education Strategy 2015-2024 * Youth Voice Peak Group * Leaders of Tomorrow * Learning on Country * Flexi-learning Partnership * Aboriginal Peak Body   Service Delivery documentation including:   * Mental health, wellbeing and inclusion programs, service provision and system support * Enrolment and attendance data, analysis, support, and reporting * Place responsive multidisciplinary delivery of engagement support * Youth justice education advocacy * Student engagement programs and services including Student Voice * Engagement Programs – Clontarf and Stars * Community engagement and local decision making * Working with remote and very communities to develop local voice * Advice to Principals and management on Aboriginal education issues * Establishing Local Engagement and Decision-Making Committees (LEaD) * Community LED Schools Initiative. * Administrative documents including travel, procurement and human resource documents e.g., recruitment. |
| **Teaching and Learning Services**  Centre of expertise for the design of evidence based, data driven curriculum, pedagogy and assessment resources, support for children and students from birth to year 12, national and local policy reform and key projects. | * Differentiated Services * Early Years and Primary * Secondary Years and Post School Pathways | * Aboriginal languages and culture * Culturally responsive teaching and learning * Curriculum, pedagogy, and assessment coaching * National and Systemic Assessment (e.g., NAPLAN, Reporting to Parents, Australian Early Development Census) * Differentiated teaching and learning support including for English as an additional language/dialect learner * Digital teaching and innovative practice   **Early Childhood**   * Curriculum, pedagogy and assessment birth to preschool * Early childhood integrated services * Early childhood programs (including Families as First Teachers and the Literacy for Parents program) * Data and analysis including early childhood attendance and participation data * National and local early childhood policy reform and initiatives and key projects * Operational policy (e.g., government preschools’ compliance with the National Quality Framework)   **Primary**   * Curriculum, pedagogy and assessment Transition to year 6   **Secondary and transitions**   * Curriculum, pedagogy and assessment years 7–12 * Registered training organisations and vocational education training * Student careers / industry partnerships and transition to employment programs * Transition to boarding and secondary (Transition Support Unit) |
| **Educational Leadership, Culture and Care**  Centre of expertise for education workforce strategy, professional development, wellbeing, and culture. Supports the attainment of a culturally responsive workforce that is cared for, capable, engaged and enabled. | * Career Development * Safety, Culture and Care * Talent, Attraction and Recruitment * Partnerships and Engagements * Workforce Forecasting and Mobility | * Pipeline attraction and retention of educators, principals, and other professionals * Cultural responsiveness programs * Education workforce planning, profile mapping, forecasting and mobility * Aboriginal Employee Career Development Strategy and actions * Educational leadership and development programs (including Aboriginal educators) * Employment programs * Inclusion and Diversity Programs * Workplace conditions - Industrial framework implementation * Employee wellbeing * Work health safety (physical and psychological) * Workforce integrity, culture and values |
| **Strategic Policy Projects and Performance**  Centre of expertise for strategy, strategic policy and governance; project management; and data, research and evidence. Provides leadership on educational reform; sets the agency’s digital data direction; and provides support and advice building capability across the agency and driving excellence. | * Strategic Policy * Strategic Projects * Performance | * Agency reform and consultancy services to support strategic reviews * Corporate governance * Data assurance and governance * Digital and data strategy and governance * Non-Government schools funding, higher and international education policy, strategy and partnerships * Intra and Intergovernmental relations * Legislation * Project management and evaluation (EPMO) * Reporting and performance * School and system improvement design * Evidence and research center of expertise * Agency data and analytics * Strategic direction, corporate reporting and business planning * Strategic policy reform |
| **Agency Services**  Provide high quality centralised finance, property, asset, secretariat, communications, security and emergency services for the agency. Provides oversight and governance of NTG Partnerships. | * Financial Services * Executive Services and Partnerships * Office of the Chief Executive | * Secretariat and executive services * Departmental branding, communications and media support and services * Contracts and grant programs systems * Emergency management, security and critical incident response * External and internal stakeholder oversight * Financial management, including: * Financial accounting and controls * Budget management and school funding * School Resourcing Model * Financial analytics, systems and policy * School business services * Agency projects and policy development * Oversight and governance of NTG partnerships * Infrastructure planning, property, asset and investment management |
| **Quality Standards and Regulation**  Strengthen outcomes for children and young people through robust education and care compliance, standards, and regulation.  QSR works with stakeholders to support the Territory’s education and care sector to operate effectively within legislation, policy, and best practice. | * Education Regulation * Quality Assurance Services * Quality Education and Care NT * Resolution Unit * School Review and Operational Policy | * Audit, risk and fraud control * Information privacy and copyright * Request for Information and collaboration with DCDD for Freedom of Information * Complex complaint management and resolution * Co-ordination of operational policy * Education Act regulation including attendance; eligible options; minimum standards for schools; home schooling regulation * Responses to inquiries by external complaint bodies * International education regulation * Legal services * National Quality Framework regulation, assessment, and reviews * Non-Government School regulation * School and system reviews and standards including reviewer training |

# 6. 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 | Function | 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. | * Procurement * Workforce Relations * Workforce development * Data * Digital * Web * Fleet * Information Management * Freedom of Information | * procurement * personnel records * student records * HR case management * information communication and technology services and policy * fleet management * system administration and maintenance * Freedom of Information |
| **Department of Infrastructure, Planning and Logistics** | Client liaison for the delivery of consolidated infrastructure services. | * major capital works ($1M+) * minor capital works * repairs and maintenance | * property and asset management * finance |
| **Department of Attorney General and Justice** | Client liaison for the delivery of legal services. | * Solicitor for the Northern Territory | * Legal case management |

# 7. Information held by the department

The department holds information relating to its function of providing educational services to children and young people across the Northern Territory. Some of this information is available publicly on the department’s website while other information is held securely within departmental systems and databases.

## 7.1 Published Information

Published Information available freely on the department’s website[[2]](#footnote-2) is grouped and accessible through nine categories:

* Careers in Education
* Publications
* Policy and advisor library
* Support for teachers
* Statistics, research, and strategies
* Education events and awards
* Committees, regulators, and advisory groups
* Reviews and consultations
* 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 Directory[[3]](#footnote-3) 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/>.

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 page[[4]](#footnote-4) so that we can assist you by providing the information in an alternative format.

## 7.2 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 $30 - $60 and individuals will need to complete an application form[[5]](#footnote-5).

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>

## 7.3 Obtain access or seek correction of personal information

The Information Act allows individuals to request access to or correction of government information held by the department and includes review rights.

Under Freedom of Information (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 [form](https://nt.gov.au/law/rights/freedom-of-information/what-you-need-to-lodge-a-request)[[6]](#footnote-6)

All requests and queries should be made to:

**Freedom of Information**

Department of Corporate and Digital Development

**Address:** GPO Box 2391

DARWIN NT 0801

**Email:** [FOI@nt.gov.au](mailto:FOI@nt.gov.au)

**Phone:** (08) 899 91793

# 8. 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
* include proof of your identity
* be accompanied by any applicable application fees.

## 8.1 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-$60 (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.

## 8.2 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.](https://nt.gov.au/law/rights/freedom-of-information)

# 9. Related policy, legislation and documents

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

[*Information Act 2002* (NT)](https://legislation.nt.gov.au/Legislation/INFORMATION-ACT-2002)[[7]](#footnote-7)

[*Education Act 2015* (NT)](https://legislation.nt.gov.au/Legislation/EDUCATION-ACT-2015)[[8]](#footnote-8)

[Department of Education Privacy Statement](https://education.nt.gov.au/__data/assets/pdf_file/0003/574248/privacy-statement.pdf)[[9]](#footnote-9)

[NTG Records and Information Management Standards](https://dcis.nt.gov.au/government-records/ntps-organisations-records-information-management-standards)[[10]](#footnote-10)

|  |  |
| --- | --- |
| Acronyms | Full form |
| NTG | Northern Territory Government |
| FOI | Freedom of Information |
| NT | Northern Territory |

|  |  |
| --- | --- |
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| Version | Date | Author | Changes made |
| 1.0 | 2 January 2024 | Yvonne Sundmark | Final |

1. https://education.nt.gov.au/publications/annual-reports [↑](#footnote-ref-1)
2. https://education.nt.gov.au [↑](#footnote-ref-2)
3. https://directory.ntschools.net/#/schools [↑](#footnote-ref-3)
4. https://education.nt.gov.au/contact [↑](#footnote-ref-4)
5. https://nt.gov.au/\_\_data/assets/pdf\_file/0010/227269/application-for-replacement-documentation.pdf [↑](#footnote-ref-5)
6. https://nt.gov.au/law/rights/freedom-of-information/what-you-need-to-lodge-a-request [↑](#footnote-ref-6)
7. https://legislation.nt.gov.au/Legislation/INFORMATION-ACT-2002 [↑](#footnote-ref-7)
8. https://legislation.nt.gov.au/Legislation/EDUCATION-ACT-2015 [↑](#footnote-ref-8)
9. https://education.nt.gov.au/\_\_data/assets/pdf\_file/0003/574248/privacy-statement.pdf [↑](#footnote-ref-9)
10. https://dcis.nt.gov.au/government-records/ntps-organisations-records-information-management-standards [↑](#footnote-ref-10)