Statement of Information held by the Department of Trade, Business and Asian Relations

Division	Topic of information	Description of information	Includes personal information	How is it stored	*Information Act 2002* Section 11 (1)(b)(i) may be inspected under other Act?	*Information Act 2002* Section 11 (1)(b)(ii) may be purchased?	*Information Act 2002* Section 11 (1)(b)(iii) distributed free of charge?
All	Staff development	Records about encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity.	Yes	Electronic and hard copy	No	No	No
Business and Regions	Occupational licensing	Storage of information in relation to the function of managing occupational licences and registrations in accordance with the relevant Acts and Regulations. Includes information on the setting of policy and monitoring compliance for sex service businesses and occupations such as property agents, conveyancers, architects, auctioneers, building practitioners, commercial and private agents, licensed surveyors, tobacco retail, motor vehicle dealers, pawnbroker and second-hand dealers, plumbers and drainers, and private security.	Yes	Electronic	Yes	No	Yes
Business and Regions	Associations	Records about associations incorporated under the Associations Act and cooperatives under the Co-operatives (National Uniform Legislation) Act.	Yes	Electronic	Yes	No	No
Business and Regions	Skilled migration	Records relating to applications made for assessment under various skilled migration programs including General Skilled Migration and NT Designated Area Migration Agreement	Yes	Electronic	No	No	No
Business and Regions	Emergency management	Recordings relating to emergency management activities. Records relating to remote store operations, including stocks levels, deliveries and freight companies used.	Yes	Electronic and hard copy	No	No	No

NORTHERN TERRITORY GOVERNMENT

Business and Regions	Engagement and delivery	Records of Business Pulse surveys relating to Territory business sentiments, which are used to populate economic data and statistics. Grant applications and funding agreements. Business engagement activity information captured in the client relationship management system (CRM).	Yes	Electronic	Yes	No	No
Policy, Strategy and Insights	Business grants	Records relating to the assessment of applications, agreements and payments to individuals and businesses for business grants.	Yes	Electronic and hard copy	Yes	No	No
Policy, Strategy and Insights	Events	Details of events held by the branch, including attendance and registration records.	Yes	Electronic	No	No	No
Policy, Strategy and Insights	Business eNewsletters	Records relating to newsletter subscriptions: e.g. business good news stories, as well as information about programs, initiatives and support available for Territory businesses.	Yes	Electronic	Yes	No	Yes
Policy, Strategy and Insights	Industry development	Records relating to the development of key and emerging industry strategies and initiatives.	Yes	Electronic and hard copy	No	No	Yes
Trade, Investment and Opportunities	Project development activities	Records relating to preliminary project development activities (e.g. feasibility studies, preliminary business cases).	Yes	Electronic	No	No	No
Trade, Investment and Opportunities	Innovation	Records relating to business applications for grant funding and reporting and acquittal documents for funding. Details of events held by the Innovation unit and attendance and registration records.	Yes	Electronic	No	No	No
Trade, Investment and Opportunities	Territory Growth Initiative	Records relating to business applications for financial support to help establish or expand operations and for projects that may not otherwise be able to access capital.	Yes	Electronic	No	No	No
Trade, Investment and Opportunities	Trade and investment engagement	Records relating to the assessment of applications, agreements and payments to individuals and businesses for business grant (Global Trade Scheme).	Yes	Electronic and hard copy	No	No	No

Trade, Investment and Opportunities	Study NT grants	Records relating to the assessment of applications, agreements and payments to individuals and businesses for Study NT grants.	Yes	Electronic	Yes	No	No
Trade, Investment and Opportunities	Trade, Investment and Opportunities events	Details of events held by the Trade, Investment and Opportunities branch, including attendance and registration records.	Yes	Electronic	No	No	No
Trade, Investment and Opportunities	Project development activities	Records relating to preliminary project development activities (e.g. feasibility studies, preliminary business cases).	Yes	Electronic	No	No	No
Trade, Investment and Opportunities	Engagement and delivery	Records relating to industry, investment and trade development activities. Activity information captured in the client relationship management system (CRM).	Yes	Electronic	No	No	No
Trade, Investment and Opportunities	International relations and diplomatic engagements	Records relating to the Northern Territory Government's international engagement and diplomatic activities. This includes documentation supporting the development, facilitation and coordination of bilateral and multilateral relationships. Records relating to visit programs for both inbound and outbound delegations, including itineraries, participant lists, objectives and talking points. Records of MoUs, partnership agreements and diplomatic ministerial correspondence.	Yes	Electronic	No	No	No
Corporate Services	Financial management and corporate governance	Records on the development and management of financial records and corporate governance activities.	Yes	Electronic and hard copy	Yes	No	Yes
Corporate Services	Work health and safety	Recordings relating to the management of work health and safety.	Yes	Electronic and hard copy	No	No	No