# Statement of Information held by the Department of Primary Industry and Resources

| **Topic of information** | **Description of function** | **Includes personal information?** | **How Stored** | **Section 11 (1)(b)(i) may be inspected under other Act?** | **Section 11 (1)(b)(ii) may be purchased?** | **Section 11 (1)(b)(iii) distributed free of charge?** |
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| AGRIBUSINESS DEVELOPMENT | Records relating to advancing major agribusiness development projects and identifying new agribusiness opportunities in the Northern Territory. Includes new strategic directions in agribusiness development projects, investments, trading infrastructure, water storage's, animal feeds and fertiliser resources. | Yes | Electronic and Hardcopy | No | No | Yes – Some information may be published in various forms. |
| AGRIFOOD SAFETY | Records relating to working with peak food industry at the national level and Northern Territory level to ensure the safety of the food chain. | Yes | Electronic and Hardcopy | No. | No. | Yes – Some information may be published in various forms. |
| ANIMAL BIOSECURITY | Records relating to protecting animals against disease and other biological threats in the Northern Territory. | Yes | Electronic and Hardcopy | Information may be provided under Commonwealth and NT legislation dealing with biosecurity issues | No | Yes – Some information may be published in various forms. |
| CHEMICAL SERVICES REGULATION | Records relating to providing legislative control over agricultural and veterinary chemical products, fertilisers and stock feeds by administering the Agricultural and Veterinary Chemicals (Control of Use) Act.  | Yes | Electronic and Hardcopy | No | No | Yes – Some information may be published in various forms. |
| COMMUNITY RELATIONS | Records relating to establishing rapport with the community and raising and maintaining the organisation's broad public profile.  | Yes | Electronic and Hardcopy | No | No | Yes – Some information may be published in various forms. |
| COMPENSATION | Records relating to providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the organisation's premises.  | Yes | Electronic and Hardcopy | No | No | No |
| DIAGNOSTIC SERVICES | Records relating to providing a range of diagnostic services through laboratory facilities to clients relating to animal and plant health, seed and water testing for quality assurance and biosecurity purposes.  | Yes | Electronic and Hardcopy | No | Some tests are undertaken on a fee-paying basis. | Yes – Some information may be published in various forms. Some test conducted free of charge (for Plant Pathology and Entomology) |
| ENERGY MANAGEMENT | Records relating to managing renewable energy programs and energy policy. Includes developing, coordinating and implementing Northern Territory Energy Policy; administering the Renewable Remote Power Generation Program (RRPGP) and the Photovoltaic Program (PVRP); promoting wider use of renewable energy.  | Yes | Electronic and Hardcopy | No. (access to records is however provided for an independent audit of the RRPGP each year) | No. | Yes – Information and advice is made available in various forms. |
| EQUIPMENT & STORES | Acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation.  | Yes | Electronic and Hardcopy | No | No | No |
| ESTABLISHMENT | Establishing and changing the organisational structure through establishing and reviewing jobs. | Yes | Electronic and Hardcopy | No | No | Yes – organisation charts may be available through the internet |
| FINANCIAL MANAGEMENT | Managing the organisation's financial resources. | Yes | Electronic and Hardcopy | Yes – Annual accounts published in accordance with Public Sector Employment and Management Act and Financial Management Act | No | Yes – Annual accounts available in annual report and Budget papers |
| FISHERIES MANAGEMENT AND DEVELOPMENT | Records relating to providing regulation, conservation and management of fisheries and fishery resources so as to maintain their sustainable utilisation. Includes development of commercial, recreational, indigenous fishing and aquaculture industries; provision of research; information and advice to business, industry and the community; granting and maintenance of licences; development and implementation of management plans; monitoring and control of aquatic pests.  | Yes | Electronic and Hardcopy | No. | Yes – Some (Maps & Posters) | Yes – Extensive information is published in various forms. |
| FLEET MANAGEMENT | Records relating to acquiring, managing, maintaining, repairing and disposing of vehicles.  | Yes | Electronic and Hardcopy | No | No | No |
| GENE TECHNOLOGY | Records relating to developing and maintaining systems, policies and legislation in the Northern Territory, and at the national level, in regard to technology to alter the genetic material of living cells or organisms.  | Yes | Electronic and Hardcopy | No | No | Yes – Some information may be published in various forms. |
| GEOLOGY | The function to identify, collect, interpret, synthesise and disseminate geoscientific data to attract and render more effective mineral and onshore petroleum exploration, and also to provide geoscientific advice on resource policy formulation. | Yes | Electronic and Hardcopy | Some information, including statutory reports and data submitted by companies, can be inspected or distributed under the Mining Act, the Petroleum Act, the NT Petroleum (Submerged Lands) Act or the Commonwealth Petroleum (Submerged Lands) Act | No | Yes – Extensive information is published in various forms. At present all reports, maps and data produced by NTGS, and the statutory reports and data submitted by companies are available free of charge |
| GOVERNMENT RELATIONS | Records relating to administering the formal relationship between the organisation and other areas of government. | Yes | Electronic and Hardcopy | No | No | No |
| INDUSTRIAL RELATIONS | Records relating to establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace.  | Yes | Electronic and Hardcopy | No | No | No |
| INFORMATION MANAGEMENT | Managing the organisation's information resources.  | Yes | Electronic and Hardcopy | No | No | No |
| LEGAL SERVICES | Provision of legal services to the organisation.  | Yes | Electronic and Hardcopy | No | No | No |
| LIVESTOCK EXPORTS DEVELOPMENT | Records relating to enhancing offshore trade and development opportunities for the Northern Territory livestock sector.  | Yes | Electronic and Hardcopy | No | No | Yes – Some information is published in various forms. |
| MEAT INDUSTRIES REGULATIONS | Records relating to providing a regulatory role to control the slaughter of animals and processing of meat for human consumption in order to ensure the wholesomeness of meat and meat products and to foster export and domestic markets for all sectors of the Northern Territory meat industry. Also includes records relating to licensing of abattoirs and processing premises, provision of training and approval of quality control systems. | Yes | Electronic and Hardcopy | Yes – Some information may be available under the Meat Industries Act | No. | Yes – Some information is published in various forms. |
| MINERAL TITLES REGULATIONS | The function of regulating the exploration and processing of minerals and extractive minerals in the Northern Territory, including the granting and monitoring of mineral titles and maintaining the Mineral Titles Register under the *Minerals Titles* Act. | Yes | Electronic and Hardcopy | Yes – Mineral titles are available for inspection under the Mining Act | Yes – Searches of titles are available for inspection under Mining Act Regulations | Yes – Mineral titles are available for inspection under the Mining Act |
| MINING MANAGEMENT | The functions and activities associated with managing mining in a broader, industry focused sense, within the Northern Territory.  | Yes | Electronic and Hardcopy | No | No | Yes – Some information is published in various forms. |
| OCCUPATIONAL HEALTH & SAFETY | Implementing and co-ordinating occupational health and safety and associated legislation throughout the organisation.  | Yes | Electronic and Hardcopy | No | No | No |
| PERSONNEL | Records relating to managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part-time employees, people working under scholarships, traineeships, apprenticeships and similar relationships.  | Yes | Electronic and Hardcopy | Yes – access to personal records may be provided in accordance with the Public Sector Employment and Management Act | No | No |
| PETROLEUM OPERATIONS | The activities associated with the monitoring individual petroleum related operations for compliance under the NT Petroleum Act, NT Petroleum (Submerged Lands) Act, Commonwealth Petroleum (Submerged Lands) Act and Energy Pipelines Act within Northern Territory administered areas. | Yes | Electronic and Hardcopy | No | No | Yes – Extensive information is published in various forms. |
| PETROLEUM RESOURCES | The function is to facilitate increased and sustainable economic growth for the Territory through exploration and production of petroleum resources.  | Yes | Electronic and Hardcopy | No | No | Yes – Extensive information is published in various forms. |
| PETROLEUM TITLES | The function is to manage petroleum exploration and production applications, and granted licences and permit, with minimal delay such that the maximum amount of land and sea possible is being actively explored or producing, as governed under applicable Commonwealth and NT Petroleum Legislation. | Yes | Electronic and Hardcopy | Yes – Petroleum titles are available for inspection | Yes – Searches of Petroleum titles are available and copies available at a fee set by legislation | Yes – Petroleum titles are available for inspection only |
| PLANT BIOSECURITY | Records relating to protecting plants against disease and other biological threats through strong interstate and post barrier regulatory actions in the Northern Territory. | Yes | Electronic and Hardcopy | No  | No | Yes – Extensive information is published in various forms. |
| PLANT INDUSTRIES | Records relating to the development and promotion of sustainable plant industries such as crops, forestry and horticulture in the Northern Territory. | Yes | Electronic and Hardcopy | No | No | Yes – Extensive information is published in various forms. |
| PROPERTY MANAGEMENT | Records relating to managing land and working, storage or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of property. | Yes | Electronic and Hardcopy | No | No | No |
| PUBLISHING | Documents of various formats issued for sale or for general distribution internally or to the public.  | Yes | Electronic and Hardcopy | No | Yes – Some  | Yes – Some  |
| RESEARCH FARM MANAGEMENT | Records relating to providing Research and Demonstration farm facilities for Government, industry and the community for the implementation of best farming production systems and best management practices that underpin successful profitable and sustainable primary industry.  | Yes | Electronic and Hardcopy | No | Yes – Some (Technical Information) | Yes – Extensive information is published in various forms. |
| 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 Hardcopy | No | No | No |
| STRATEGIC MANAGEMENT | Records relating to applying broad systematic management planning for the organisation.  | No | Electronic and Hardcopy | No | No | No |
| SUSTAINABLE BUSINESS DEVELOPMENT | Records relating to delivering and managing the development of a prosperous primary industry business group through the sustainable management of natural resources and land.  | Yes | Electronic and Hardcopy | No | No | Yes – Extensive information is published in various forms. |
| SUSTAINABLE LAND MANAGEMENT | Records relating to promoting opportunities to diversify and develop primary industry within a framework of integrated programs for sustainable land management.  | Yes | Electronic and Hardcopy | No | No | Yes – Extensive information is published in various forms. |
| SUSTAINABLE PASTORAL DEVELOPMENT | Records relating to increasing the long term productivity of the pastoral industry in a sustainable manner by providing relevant information to producers and conducting research into improving rangeland management and animal production; husbandry techniques; pastures; nutrition; animal welfare; animal behaviour and genetic improvement of cattle in the Northern Territory.  | Yes | Electronic and Hardcopy | No | Yes – Some (Technical Bulletins) | Yes – Extensive information is published in various forms. |
| TECHNOLOGY & TELECOMMUNICATIONS | Developing or acquiring, testing and implementing applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems.  | Yes | Electronic and Hardcopy | No | No | No |
| VETERINARY REGULATION | The functions of registering veterinarians and veterinary specialists and regulating the provision of veterinary services in the Northern Territory. Includes determining applications for registration, promoting high standards of professional conduct, providing advice, issuing guidelines, exercising disciplinary powers, investigating complaints and prosecuting offences.  | Yes | Electronic and Hardcopy | No | No | Yes – Some information is published in various forms. |