

DepartmeNt of

**TREASURY AND FINANCE**

**2019 Government information held by the department**

| **Division** | **Information Set** | **Description of Information Set** | **Includes Personal Information?** | **Access** | **Methods of Availability** |
| --- | --- | --- | --- | --- | --- |
| Corporate Support | **DCS** | | | | |
| Corporate Support | Work Health and Safety (WHS) | Accidents, advice, audit, compliance, implementation, inspections, liaison, meetings and standards. Includes coordination of DTF Work Health and Safety Management System and its associated policies, procedures and terms, incident/accident reports and internal investigations, and WHS committee meeting agendas and minutes. | Yes | ✍ 👓 | By Application according to Public Interest |
| Corporate Support | Risk and Audit | Implementation and coordination of internal and external risk and audit programs and strategies. Includes compliance, reporting and audit. | No | ✍ | By Application according to Public Interest |
| Corporate Support | **Administration** | | | | |
| Corporate Support | Equipment and Stores | Acquisition, supply, maintenance, repair and disposal of equipment and stores stocked and used by the department. Includes allocation of goods (e.g. asset register), audits, leases, stocktake and the ongoing management of assets.  Equipment items include tools, machines (not including computer equipment) furniture and furnishings. Store items include kitchen/cleaning items, stationery, hardware and homeware items. | No | ✍ | By Application according to Public Interest |
| Corporate Support | Fleet Management | Management, maintenance, repairs and disposal of department vehicles. Includes accidents, arrangements, compliance with Fringe Benefit Tax (FBT), leasing, liaison and inspections. | Yes | ✍ | By Application according to Public Interest |
| Corporate Support | Procurement | Records relating to the development and issue of tender documents, evaluation of tenders received, post offer negotiations and due diligence checks (includes statements of requirements, expressions of interest, Request For Information (RFI), Request For Quotation (RFQ), draft contracts, evaluation reports, recommendations, final reports and gazettal/public notices). | Yes | ✍ | By Application according to Public Interest |
| Corporate Support | Property Management | Management of working and storage space within premises rented or leased by the department. Includes fitting-out, maintenance and security (including authorisation and access to premise). Also includes leasing, liaison and tendering information. | Yes | ✍ | By Application according to Public Interest |
| Corporate Support | Telecommunications | Telephone acquisition, relocations, audit and disposal. | Yes | ✍ | By Application according to Public Interest |
| Corporate Support | Communications | | | | |
| Corporate Support | Publications | Document editing and review for external and internal communications. Includes project/campaigns, marketing material, advertising and template management. Publications include Budget papers and Annual Reports. | No | ✍ | By Application according to Public Interest |
| Corporate Support | Training | Advice and training material provided to DTF staff for basic formatting and editing of DTF documents. | No | ✍ | By Application according to Public Interest |
| Corporate Support | Website | Administration, review and maintenance of DTF websites: InSite (DTF staff only) and Internet (publically available). | No | ✍ | By Application according to Public Interest |
| Corporate Support | **Information Technology, Systems and Registers** | | | | |
| Corporate Support | Information Management | Information systems other than TRM, requisitions, policy and notes of administration, minutes of meetings, correspondence, training documentation templates and Information Policy. | No | ✍ | By Application according to Public Interest |
| Corporate Support | DTF Information Technology | Information management, technology and telecommunications, publishing and production, security access forms, software licences, purchase of computers and equipment, warranties, procedures and projects (i.e. performance agreements). | Yes | ✍ | By Application according to Public Interest |
| Corporate Support | **Personnel** |  |  |  |  |
| Corporate Support | DTF Employment Programs | Information relating to the early career programs and opportunities such as Finance Officer in Training (FOIT) graduate program, Work Integrated Learning Scholarship (WILS), Indigenous Cadetship Support (ICS), Indigenous Employment Program (IEP), Apprenticeships, vacation employment program and work experience. | No | 🌏 🖨 | DTF Employment Programs  Available to: Public  Format: Electronic via the DTF website |
| Corporate Support | DTF Employment Programs | Personnel records related to early career programs and opportunities such as Finance Officer in Training (FOIT) graduate program, Work Integrated Learning Scholarship (WILS), Indigenous Cadetship Support (ICS), Indigenous Employment Program (IEP), Apprenticeships, vacation employment program and work experience. | Yes | ✍👓 | By Application according to Public Interest |
| Corporate Support | Workforce Management | Employee records and reporting in relation to Performance Management and statistical reporting. | Yes | ✍ | By Application according to Public Interest |
| Corporate Support | Training and Development | Employee records, data bases and reporting in relation to ROADmap’s (i.e. performance agreements). Leadership and Professional Development Key Performance Indicators (KPI’s). | Yes | ✍👓 | By Application according to Public Interest |
| Corporate Support | Workforce Planning | Workforce Plans, strategies and frameworks including Policies, Procedures, staff surveys, reports and key performance indicators. | No | ✍🌏 | By Application according to Public Interest  Format: Electronic via the DTF intranet website only |
| Corporate Support | Workforce Planning | Recruitment, advertising and appointment outcomes; general HR enquiries and professional development opportunities. | Yes | ✍ | By Application according to Public Interest |
| Corporate Support | Marketing and Promotion | Information relating to recruitment campaigns run by DTF (including representation at career expos, Treasury Forums) and sponsorship of awards at various local high schools and Charles Darwin University. | Yes | ✍ | By Application according to Public Interest |
| Corporate Support | Information & Records Management | | | | |
| Corporate Support | Information Policy | Applications and questions relating to the *Information Act*. Includes applications for access to government information, access to and correction of personal information and request for reviews of decisions made. Includes policies, procedures, compliance, training material, correspondence, audits and advice in relation to Freedom of Information. | Yes | ✍ | By Application according to Public Interest |
| Corporate Support | TRM System Administration | System administration records (including security allocation, system configuration, authorisations, audits and reviews), policies and procedures, training material and correspondence for DTF. | No | ✍ | By Application according to Public Interest |
| Corporate Support | Records Management | Policies, procedures, training material, correspondence, audit and compliance, Notices of Destruction (NODs), record disposal schedules, management of internal and external mail and courier services, record storage facilities, newspaper distribution and subscription services. | No | ✍ | By Application according to Public Interest |
| Corporate Support | **Finance** |  |  |  |  |
| Corporate Support | DTF Financial Management | Financial Management – accounting, banking, reports, receipts, reconciliations, financial statements, forward estimates, expenditure, monthly reporting, Excel spreadsheets, requisitions. | No | ✍ | By Application according to Public Interest |
| Corporate Support | Natural Disasters Relief and Recovery Arrangements | Reviews, advice, reviews, submissions, reports and correspondence. | No | ✍ | By Application according to Public Interest |
| Corporate Support | Natural Disasters in Australia | A report to the Council of Australian Government by a high level officials' group. | No | ✍ | By Application according to Public Interest |
| Corporate Support | Natural Disaster Relief Arrangements | COAG Review of Natural Disaster Relief and Mitigation arrangements. Northern Territory will be providing information to Council of Australian Governments COAG as requested. | No | ✍ | By Application according to Public Interest |
| Economic Group | Advice | | | | |
| Economic Group | Census | Preparation for Census, analysis and advice on Census data. | No | ✍ | By Application according to Public Interest |
| Economic Group | Contingent Liabilities | Approvals are sought from the Treasurer or Delegate and information relating to the approval. | No | ✍ | By Application according to Public Interest |
| Economic Group | Council for Federal Financial Relations (CFFR) | Briefs and working documents prepared for CFFR, committee and working group meetings. | No | ✍ | By Application according to Public Interest |
| Economic Group | Council of Australian Governments (COAG) Reforms | Briefs, correspondence and submissions. | No | ✍ | By Application according to Public Interest |
| Economic Group | Commercial issues and major projects | Communication, tender information and briefs on commercial issues and major projects in the NT. | Yes | ✍ | By Application according to Public Interest |
| Economic Group | Commonwealth Budget | Briefs and correspondence. | No | ✍ | By Application according to Public Interest |
| Economic Group | Commonwealth Grants Commission | Reviews, reports, submissions, briefs and correspondence. | No | ✍ | By Application according to Public Interest |
| Economic Group | Competitive neutrality | Advice and complaints handling. | Yes | ✍ | By Application according to Public Interest |
| Economic Group | Economic Analysis | Briefs, correspondence and research. | No | ✍ | By Application according to Public Interest |
| Economic Group | Economic Briefs | Various economic briefs providing an overview and analysis of economic indicators in the NT. | No | ✍ | By Application according to Public Interest |
| Economic Group | Economic Development Framework | Briefs, correspondence and advice. | No | 🌏 | Publication: NT Government Internet Site.  Available to: Public  Format: Electronic via the DTF website |
| Economic Group | Hydraulic Fracturing | Briefs, correspondence and advice. | No | ✍ | By Application according to Public Interest |
| Economic Group | Economic Policy | Briefs, correspondence and submissions on general economic policy issues. | No | ✍ | By Application according to Public Interest |
| Economic Group | Electricity | Briefs, correspondence and reports on electricity issues, legislation, regulations, reforms and reviews. | No | ✍ | By Application according to Public Interest |
| Economic Group | Electricity, Water and Sewerage Price Regulation | Determinations, pricing orders, advice, briefs and correspondence. | No | ✍ | By Application according to Public Interest |
| Economic Group | Financial Interests | Information on financial interests held by the Territory, in accordance with the Treasurer's Directions. | Yes | ✍ 👓 | By Application according to Public Interest |
| Economic Group | Foreign Investment Review Board | Proposals, briefs and correspondence. | No | ✍ | By Application according to Public Interest |
| Economic Group | Fuel Prices | Briefs, research, correspondence and reports, development of the MYFuel NT project. | No | ✍ | By Application according to Public Interest |
| Economic Group | Gas issues and reforms | Briefs, correspondence and reports. | No | ✍ | By Application according to Public Interest |
| Economic Group | Grocery Price Survey | Quarterly reports – discontinued in late 2012. | No | ✍ | By Application according to Public Interest |
| Economic Group | GST | Reports, reviews, submissions, briefs and correspondence. | No | ✍ | By Application according to Public Interest |
| Economic Group | Indemnities and guarantees | Briefs and advice. | No | ✍ | By Application according to Public Interest |
| Economic Group | Indigenous Essential Services | Briefs, correspondence and reports. | No | ✍ | By Application according to Public Interest |
| Economic Group | Indigenous Expenditure | Briefs, correspondence, reports and reviews. | No | ✍ | By Application according to Public Interest |
| Economic Group | Insurance | Briefs, correspondence and submissions. | No | ✍ | By Application according to Public Interest |
| Economic Group | Intergovernmental relations | Intergovernmental relations briefs, reports, reviews and correspondence. | No | ✍ | By Application according to Public Interest |
| Economic Group | Jacana Energy | Reports, correspondence and briefs regarding regulatory issues, corporate governance, the Jacana Energy board and prudential supervision. | No | ✍ | By Application according to Public Interest |
| Economic Group | Motor Accidents Compensation Commission | Reports, correspondence and briefs regarding regulatory issues, corporate governance and prudential supervision. | No | ✍ | By Application according to Public Interest |
| Economic Group | National Agreements and Partnerships | Briefs and advice. | No | ✍ | By Application according to Public Interest |
| Economic Group | Northern Territory Electricity Market | Design and implementation, briefs correspondence and advice. | No | ✍ | By Application according to Public Interest |
| Economic Group | NTPS Workers Compensation Insurance | Briefs, advice, procurement documents, claims management determinations. | No | ✍ | By Application according to Public Interest |
| Economic Group | National Disaster Relief and Recovery Arrangements | Reviews, briefs and correspondence. | No | ✍ | By Application according to Public Interest |
| Economic Group | Not-for-profit Review | Briefs, correspondence and reports. | No | ✍ | By Application according to Public Interest |
| Economic Group | NT Worksafe | Briefs and correspondence. | No | ✍ | By Application according to Public Interest |
| Economic Group | Population Projections | Projections, research and methodology. | No | ✍ 🌏 | By Application according to Public Interest projections and output files  Available to: Public  Format: Electronic via the DTF website |
| Economic Group | Power Water Corporation (PWC) | Reports, correspondence and briefs regarding regulatory issues, corporate governance, the PWC board and prudential supervision. | No | ✍ | By Application according to Public Interest |
| Economic Group | Productivity Commission | Reports, briefs, submissions and correspondence. | No | ✍ | By Application according to Public Interest |
| Economic Group | Red Tape Reduction | Briefs, reports, meeting papers, advice and research. | No | ✍ | By Application according to Public Interest |
| Economic Group | Regulation Impact Certificates | Correspondence, briefs and certificates. | No | ✍ | By Application according to Public Interest |
| Economic Group | Social Indicator brief | Monthly release of social indicator brief. | No | 🌏 | Available to: Public  Format: Electronic via the DTF website |
| Economic Group | Territory Generation | Reports, correspondence and briefs regarding regulatory issues, corporate governance, the Territory Generation board and prudential supervision. | No | ✍ | By Application according to Public Interest |
| Economic Group | Territory Insurance Office (TIO) | Reports, correspondence and briefs regarding regulatory issues, corporate governance, TIO board and prudential supervision. | No | ✍ | By Application according to Public Interest |
| Economic Group | Utilities Market Reform | Briefs, advice, reports, correspondence, legislation, regulations and rules. | No | ✍ | By Application according to Public Interest |
| Economic Group | Unsolicited Proposals | Reports, briefs, submissions and correspondence. | No | ✍ | By Application according to Public Interest |
| Economic Group | Regulatory Reform | Briefs, correspondence, advice and reports. | No | ✍ | By Application according to Public Interest |
| Economic Group | Water Reform | Briefs, correspondence and reports. | No | ✍ | By Application according to Public Interest |
| Economic Group | Boards, Committees & Councils | | | | |
| Economic Group | Australian Bureau of Statistics (ABS) and related statistical committees | Meeting papers. | No | ✍ | By Application according to Public Interest |
| Economic Group | COAG Councils (various) | Meeting papers and briefings. | No | ✍ | By Application according to Public Interest |
| Economic Group | Council for Federal Financial Relations | Meeting papers, briefs and reports. | No | ✍ | By Application according to Public Interest |
| Economic Group | COAG Energy Council | Meeting papers, voting forms and briefs. | No | ✍ | By Application according to Public Interest |
| Economic Group | Corporation Participation - Committees | Historical copies of brief papers, minutes of meetings, agenda papers for Corporation Committee Meetings of which the Northern Territory Government has an interest. | No | ✍ | By Application according to Public Interest |
| Economic Group | Heads of Treasuries | Meeting papers and briefings. | No | ✍ | By Application according to Public Interest |
| Economic Group | National Disability Insurance Scheme | Working Groups meeting papers. | No | ✍ | By Application according to Public Interest |
| Economic Group | National Injury Insurance Scheme | Working Groups meeting papers. | No | ✍ | By Application according to Public Interest |
| Economic Group | Agreements | | | | |
| Economic Group | Consultants | Various consultancy agreements. | No | ✍ | By Application according to Public Interest |
| Economic Group | Jabiru Cost Sharing Agreements | Agreements, briefs and correspondence. | No | ✍ | By Application according to Public Interest |
| Economic Group | Memorandum of Understanding (MOU) between NTG and ABS re Statistical Liaison | MOU, briefs and meeting papers. | No | ✍ | By Application according to Public Interest |
| Economic Group | National Partnership Agreements | Agreements, briefs, correspondence and reports. | No | ✍ | By Application according to Public Interest |
| Economic Group | Partnership Agreement for the Professor of Economics at CDU | Agreement and meeting papers. | No | ✍ | By Application according to Public Interest |
| Economic Group | Private Public Partnership Agreements | Advice, briefs and submissions. | No | ✍ | By Application according to Public Interest |
| Economic Group | Legal | | | | |
| Economic Group | Corporation Participation - Litigation | Historical information on completed litigation of which the Northern Territory Government holds an interest. | No | ✍ | By Application according to Public Interest |
| Economic Group | Research | | | | |
| Economic Group | NT Budget Economy Book chapters | Research and drafts. | No | ✍ | By Application according to Public Interest |
| Economic Group | Policy | | | | |
| Economic Group | Statement on Competitive Neutrality | Policy. | No | 🌏 | Available to: Public  Format: Hard copy & Electronic via the NTG website |
| Economic Group | Regulation Making Framework | Policy. | No | 🌏 | Available to: Public  Format: Hard copy & Electronic via the DTF website |
| Economic Group | Government Owned Corporations Corporate Governance and Reporting Framework | Policy. | No | ✍ | By Application according to Public Interest |
| **Executive** | **Administration** | | | | |
| Executive | Executive Administration | Information relating to the administration of the Executive Support Unit, including procedure manuals, contact listings and general correspondence. | No | ✍ | By Application according to Public Interest |
| Executive | **Audit** | | | | |
| Executive | Annual Audit Reporting | DTF's Annual Audit, including Letters, Memos and Reports. | No | 🌏 🖨 $ | Publication: Auditor-General's Report to the Legislative Assembly / DTF's Annual Report  Available to: Public  Format: Hard copy & Electronic via the DTF website |
| Executive | Audit - Management | Faxes, letters, memos relating to Risk Management and the Internal Audit. | No | ✍ | By Application according to Public Interest |
| Executive | **Boards, Committees and Councils** | | | | |
| Executive | Australian Loan Council | Outcomes reports, Uniform Presentation Framework and Loan Council allocations. | No | ✍ | By Application according to Public Interest |
| Executive | Australian Statistical Advisory Council | Papers, correspondence and notes. | No | ✍ | By Application according to Public Interest |
| Executive | Estimates Committee | Answers to questions from members of the Estimates Committee and the Government Owned Corporations Scrutiny Committee in scrutinising the Government's expenditure proposals for each government agency and Authorities. | No | 🌏 | Publication: Estimates Committee Public Hearing Transcripts.  Available to: Public  Format: Electronic via DTF the website |
| Executive | Executive Council | Submissions that go before the Executive Council on matters such as making regulations and the transferring of funds pursuant to the *Financial Management Act*. | No | ✍ | By Application according to Public Interest |
| Executive | Executive Council Submissions Register | Green hard cover book listing DTF Executive Council Submissions. Executive Council Secretariat issue block numbers to all agencies which are to be allocated to every Executive Council submission. | No | ✍ | By Application according to Public Interest |
| **Executive** | **Briefs** | | | | |
| Executive | Legislative Assembly Briefs | Briefing papers to advise Treasurer/Minister(s) and Ministerial Advisers of relevant issues that may be discussed in the Legislative Assembly. | No | ✍ | By Application according to Public Interest |
| Executive | Estimates Committee Briefs | Briefing papers to advise Treasurer and the Estimates Committee Board of relevant issues that may be discussed in the Estimates Committee Hearings. | No | ✍ | By Application according to Public Interest |
| **Executive** | **Cabinet** | | | | |
| Executive | Cabinet Decisions | Cabinet Decisions on DTF matters. | Yes | ✍ | By Application according to Public Interest |
| Executive | Cabinet Submissions - Final | Cabinet Submissions on DTF matters – Final. | Yes | ✍ | By Application according to Public Interest |
| Executive | Draft Cabinet Submissions for DTF and for Comment | Draft Cabinet submissions from other agencies for DTF comment, and those created by DTF. | Yes | ✍ | By Application according to Public Interest |
| **Executive** | **Information Technology, Systems and Registers** | | | | |
| Executive | Statutory Bodies Database | DTF’s entries on the register of Northern Territory Government Boards and Committees database managed by the Department of the Chief Minister. | No | ✍ | By Application according to Public Interest |
| Executive | Election Commitment Database | DTF’s entries on the register of Northern Territory Election Commitments for the government of the day, database managed by the Ministerial Liaison Unit within the Department of the Chief Minister. The information from the register is used to prepare progress updates on Commitment outcomes for Cabinet. | No | ✍ | By Application according to Public Interest |
| **Executive** | **Ministerial** | | | | |
| Executive | Ministerials – General and Personal/Under Treasurer’s Minutes | Correspondence initiated by the Minister’s office in the form of general correspondence for our information or action by DTF. This could be either requests for background briefings, letters for the Minister’s signature etc. Briefings for the Treasurer initiated by DTF. | No | ✍ | By Application according to Public Interest |
| **Executive** | **Reports** | | | | |
| Executive | DTF Annual Report | Annual report describing DTF’s achievements, developments and operational outcomes during the year. This meets CE accountability requirements. | No | 🌏 🖨 | Publication: DTF Annual Report  Available to: Public  Format: Hard copy or Electronic via DTF website |
| Financial Management Group | **Briefs** | | | | |
| Financial Management Group | Heads of Treasuries (HoTs) Briefs | Briefs prepared for HoTs meetings and committee meetings. | No | ✍ | By Application according to Public Interest |
| Financial Management Group | Legislative Assembly Briefs | Brief papers to advise Treasurer/Minister(s) and Ministerial Advisers of relevant issues that may be discussed in the Legislative Assembly. | No | ✍ | By Application according to Public Interest |
| Financial Management Group | **Budget** | | | | |
| Financial Management Group | Financial Management Agency Budget Variations | Budget Variation documents. | No | ✍ | By Application according to Public Interest |
| Financial Management Group | Financial Management Agency Specific Budget Information | Includes all communications to and from the agency or the Minister responsible for the agency, agency divisional files (agency budget and forward estimates data), Audit Trails, working documents. | No | ✍ | By Application according to Public Interest |
| Financial Management Group | Northern Territory Budget Papers | Northern Territory Annual Budget Papers. | No | 🌏 🖨 | Publication: Northern Territory Budget  Available to: Public  Format: Hard copy or Electronic via the DTF website |
| Financial Management Group | Budget Cabinet Documentation | Budget Cabinet Documentation. | Yes | ✍ | By Application according to Public Interest |
| Financial Management Group | Financial Management Budget Cabinet Documentation | Documentation prepared for Budget Cabinet Meetings. | No | ✍ | By Application according to Public Interest |
| Financial Management Group | Cabinet Decisions | Cabinet Decisions. | Yes | ✍ | By Application according to Public Interest |
| **Financial Management Group** | **Circulars** | | | | |
| Financial Management Group | Accounting Circulars | Instructions and assistance with Government accounting issues. | No | ✍ | By Application according to Public Interest |
| Financial Management Group | Budget Circulars | Budget cycle and associated processes to assist agencies and GBD’s to account for transactions and prepare financial accounts. | No | ✍ | By Application according to Public Interest |
| Financial Management Group | Legislation Circulars | Updates and announcements relating to the Financial Management Package, including the Financial Management Act, Determinations and Treasurer’s Directions. | No | ✍ | By Application according to Public Interest |
| **Financial Management Group** | **Financial** | | | | |
| Financial Management Group | Whole of Government Financial Statements for Budget and Actual | Consolidated Financial Statements for internal and external whole of government reporting purposes. | No | ✍ | By Application according to Public Interest |
| **Financial Management Group** | **Information Technology, Systems**  **and Registers** | | | | |
| Financial Management Group | System Specification and Operation Documentation | All documentation relating to the Apex operating system including specifications, instructions for different modules, module upgrades, hardware and any other software utilised by the Apex Team. | No | ✍ | By Application according to Public Interest |
| Financial Management Group | Capital Works Database | Includes information used to develop, monitor and manage the Northern Territory infrastructure program, including program details by agency, project variations and supporting approvals. | No | ✍ | By Application according to Public Interest |
| Financial Management Group | Ministerial | | | | |
| Financial Management Group | Ex-Gratia payments | Ministerials and responses regarding requests to pay monies where there is no legal obligation to pay money but a moral obligation exists. | Yes | ✍ | By Application according to Public Interest |
| Financial Management Group | Gifts | Ministerials and responses regarding the gratuitous donation of public assets to community organisations. | No | ✍ | By Application according to Public Interest |
| Financial Management Group | Waivers, Write Offs, and Proposals | Ministerials and responses to request for waiving, postponing, or writing off debts to the Territory. | Yes | ✍ 👓 | By Application according to Public Interest |
| Financial Management Group | Reports | | | | |
| Financial Management Group | Agency Year to Date Actual Financial Statements | Financial information obtained in specific periods from agencies which is used in preparation of whole government reports. | No | ✍ | By Application according to Public Interest |
| Financial Management Group | Mid-Year Report | Updated published budget estimates, published yearly. | No | 🌏 🖨 | Publication: Mid-Year Report  Available to: Public  Format: Electronic via the DTF website |
| Financial Management Group | Treasurer's Quarterly and Annual Financial Reports | Quarterly and annually consolidated whole of Government financial statements. | No | 🌏 | Available to: Public  Format: Electronic via the DTF website |
| Financial Management Group | Treasurer’s Annual Financial Report (TAFR) | An annual report for the Treasurer describing the Northern Territory Government’s developments, operational, economic and financial outcomes during the financial year. | No | 🌏 🖨 | Publication: DTF Annual Report  Available to: Public  Format: Hard copy or Electronic via DTF website |
| Financial Management Group | Treasurer’s Directions | | | | |
| Financial Management Group | Financial Management Treasurer’s Directions and Policy Briefs | Instructions on how to account for financial transactions and other general financial principles that agencies and GBDs are to follow. | No | 🌏 | Available to: Public  Format : Electronic via the DTF website |
| Financial Management Group | Whole of Government | | | | |
| Financial Management Group | Appropriation | Documents related to formal tracking of appropriations and Output Revenue transfers. | No | ✍ | By Application according to Public Interest |
| Financial Management Group | Central Holding Authority (CHA) | CHA work papers - reconciling and monitoring CHA revenue collected by agencies; Long Service Leave and Superannuation transactions between Agencies and CHA. | Yes | ✍ | By Application according to Public Interest |
| Financial Management Group | Classifications of Functions of Government - Australia | Details of Northern Territory expenditure classified by Classifications of Functions of Government - Australia provided to ABS and Commonwealth Grants Commission. | No | ✍ | By Application according to Public Interest |
| Financial Management Group | Contingent Liabilities | Details of significant contingent liabilities are disclosed in the TAFR, further details are disclosed within the note of each respective agency. | No | 🌏 🖨 | Publication: DTF Annual Report  Available to: Public  Format: Hard copy or Electronic via DTF website |
| Financial Management Group | Whole of Government Bank Reconciliation Schedules | Bank Statements, copy of bank reconciliation statements and various spreadsheets. | No | ✍ | By Application according to Public Interest |
| **NT Treasury Corporation** | **Administration** | | | | |
| NT Treasury Corporation | Procurement | Records relating to the development and issue of tender documents, evaluation of tenders received, post offer negotiations and due diligence checks (includes statements of requirements, expressions of interest, Request For Information (RFI), Request For Quotation (RFQ), draft contracts, evaluation reports, recommendations, final reports and gazettal/public notices). | Yes | ✍ | By Application according to Public Interest |
| NT Treasury Corporation | Financial Management | Financial Management – accounting, banking, reports, reconciliations, financial statements, journals, payments, receipts and monthly reporting. | Yes | ✍ | By Application according to Public Interest |
| NT Treasury Corporation | Budgets | NTTC budget estimates and supporting documentation. | No | ✍ | By Application according to Public Interest |
| NT Treasury Corporation | Risk and Audit | Internal and External audit papers and advice provided to the Corporation and its Advisory board. | No | ✍ | By Application according to Public Interest |
| NT Treasury Corporation | NTTC Annual Reports | Annual report describing NTTC’s developments and operational outcomes during the year including audited annual financial statements. | No | 🌏 | Available to: Public  Format: Electronic via the DTF website |
| NT Treasury Corporation | Taxation | FBT, GST and BAS returns including policy, payments, reconciliation and reporting. | No | ✍ | By Application according to Public Interest |
| NT Treasury Corporation | Policy | NTTC specific policies. | No | ✍ | By Application according to Public Interest |
| NT Treasury Corporation | Boards | Meeting papers and minutes. | No | ✍ | By Application according to Public Interest |
| **NT Treasury Corporation** | **Investing** | | | | |
| NT Treasury Corporation | Investments in money market securities | Financial investments issued in the Australian financial markets from the Government’s pool of surplus cash balances. | No | ✍ | By Application according to Public Interest |
| NT Treasury Corporation | Segregated pool of investment funds held within CHA | Details of performance returns and asset allocation of funds managed by external fund managers. | No | ✍ | By Application according to Public Interest |
| **NT Treasury Corporation** | **Lending** |  |  |  |  |
| NT Treasury Corporation | Loans | Details of loans to NT Government, its Agencies, Government Business Divisions (GBDs), Government Owned Corporations (GOCs) and approved local authorities. | No | ✍ | By Application according to Public Interest |
| **NT Treasury Corporation** | **Borrowings** | | | | |
| NT Treasury Corporation | Designated Investments | Bonds issued to migrants to comply with Department of Immigration and Border Protection (DIBP) visa requirements. | Yes | ✍👓 | By Application according to Public Interest |
| NT Treasury Corporation | Territory Bonds | Personal contact details and related information held on NTTC’s retail investors in Territory Bonds. | Yes | ✍ 👓 | By Application according to Public Interest |
| NT Treasury Corporation | Territory Bonds rates and related forms | Latest Territory Bonds rates and related forms such as Prospectus and Application form, Sale, Change of Details and Transfer forms and the Designated Investment forms available for download to the public. | No | 🌏 | Available to: Public  Format: Electronic via the DTF website |
| NT Treasury Corporation | Wholesale Fixed Interest Securities | Debt raised by NTTC from financial institutions through private placements or syndicated issuance. | No | ✍ | By Application according to Public Interest |
| NT Treasury Corporation | Promissory Notes | Short-term debt raised by NTTC from selected financial institutions through private placements or wholesale tender. | No | ✍ | By Application according to Public Interest |
| Superannuation Office | Administration | | | | |
| Superannuation Office | Member Records | Contains records of members belonging to the following NT Public Sector schemes:   * Northern Territory Government Public Authorities Superannuation Scheme (NTGPASS); * Northern Territory Superannuation Supplementary Scheme (NTSSS); * Northern Territory Police Supplementary Benefit Scheme (NTPSBS); * Legislative Assembly Members’ Superannuation Scheme (LAMS); * Northern Territory Administrators Pension Scheme; and * Northern Territory Government Death and Invalidity Scheme (NTGDIS).   Includes all correspondence to and from members and may contain legal and medical documents. | Yes | ✍ 👓 | By Application according to Public Interest |
| Superannuation Office | Complaints | All records of complaints received by the Superannuation Office. Includes all information relating to the implementation of the complaints procedure including correspondence with the complainant, investigation of complaint and decisions made. | Yes | ✍ | By Application according to Public Interest |
| Superannuation Office | Service providers | Agreements, leases, service level agreement and pricing. | No | ✍ | By Application according to Public Interest |
| Superannuation Office | **Boards, Committees and Councils** | | | | |
| Superannuation Office | Superannuation Trustee Board (STB) | STB relating to NTGPASS, NTPSBS and LAMS superannuation schemes Meetings, Agendas, papers and minutes. | Yes | ✍ | By Application according to Public Interest |
| Superannuation Office | NTGPASS Review Board | Review Board relating to NTGPASS and NTGDIS schemes (note NTCAT now presides; Review Board ceased to exist on 1 July 2015). | Yes | ✍ | By Application according to Public Interest |
| Superannuation Office | Member Education | | | | |
| Superannuation Office | Information Sessions and Seminars | Presentations to members of superannuation schemes administered by the NT Superannuation Office. | No | 🌏 🖨 | Available to: Public  Format: Hard copy or Electronic via the DTF website  (presentations only) |
| Superannuation Office | Fact Sheets, forms and Information Books | Information material provided by the Superannuation Office. | No | 🌏 🖨 | Available to: Public  Format: Hard copy or Electronic via the DTF website |
| Superannuation Office | Legislation | | | | |
| Superannuation Office | Legislation for Superannuation schemes | The development of or the amendment to existing legislation for schemes NTGPASS, NTSSS, NTPSBS, LAMS, Administrators, Judges and NTGDIS. | No | 🌏 🖨 | Available to: Public  Format: Hard copy or Electronic via the DTF website (legislation only) |
| Superannuation Office | Policy | | | | |
| Superannuation Office | Policy for schemes | Policy analysis and development for the governance of NTGPASS, NTSSS, NTPSBS, LAMS, Administrators, Judges and NTGDIS. | No | ✍ | Additional information By Application according to Public Interest |
| Superannuation Office | Reports | | | | |
| Superannuation Office | Reports/Publications | DTF Reporting Requirements, other statutory reporting requirements, Web site publications and maintenance. | No | 🌏 🖨 ✍ | Available to: Public  Format: Hard copy or Electronic via the DTF Website  Additional information By Application according to Public Interest |
| Superannuation Office | Actuarial services for the NT Public Sector Superannuation Schemes | Reports, reviews and certificates for superannuation schemes as required under Commonwealth (taxation) and NT governing legislation (*Superannuation Act, Superannuation Guarantee (Safety Net) Act, Legislative Assembly Members’ Superannuation Fund Act, NTPSBS Trust Deed and Rules, Administrators Pensions Act, Supreme Court (Judges Pensions) Act*). | No | ✍ | Publication: Triennial actuarial reviews available on DTF website  Available to: Public  Format: Hard copy or Electronic via the DTF Website  Additional information By Application according to Public Interest |
| Superannuation Office | Actuarial services for the NT Public Sector Superannuation Schemes | Working papers for the above reports, reviews and certificates. | Yes | ✍ | By Application according to Public Interest |
| Superannuation Office | Compliance Reporting | Record of various statistical data reports to:   * APRA (annual and quarterly returns for NTGPASS, LAMS and NTSSS) * ATO * Austrac (annual compliance and other AML/CTF reports and information provided on NTSO designated services) | No | ✍ | By Application according to Public Interest |
| Superannuation Office | Compliance Reporting | Working papers for the above APRA and Austrac data. | Yes | ✍ | By Application according to Public Interest |
| Superannuation Office | Compliance Reporting | Record of various member data reports to ATO (member contribution statements and lost member reports). | Yes | ✍ | By Application according to Public Interest |
| Superannuation Office | Financial Records | | | | |
| Superannuation Office | Accounting Records | Various financial transaction records of the NT Public Sector Superannuation Schemes to comply with reporting, accounting standards, audit requirements and for legislative accountability. Includes all pension/benefit payments (including surcharge and Division 293 Tax), contributions from both employee and employer, rollovers to and from other funds, and investment rates of return. | Yes | ✍ | By Application according to Public Interest |
| Superannuation Office | NT Superannuation Office Accounting Records | Various accounting records and reports in respect of the Central Holding Authority (Org 18) and the Superannuation Office (Org 25). | No | ✍ | By Application according to Public Interest |
| Superannuation Office | Audit | Record of Auditor-General audit opinions on Financial Statement and Operating Standard (Compliance) Audits for NTGPASS, LAMS and NTPSBS. | No | ✍ | By Application according to Public Interest |
| **Territory Revenue Office** | **Administration** | | | | |
| Territory Revenue Office | Audits | Information related to the conduct of audits for Royalty Purposes. | Yes | ✍ | By Application according to Public Interest |
| Territory Revenue Office | Business Administration | Office procedures and information, workflows, organisational charts, project plans, status reports, staff meetings, staff development, budget, strategic plan, benchmarking, performance indicators, risk management, procurement management. | No | ✍ | By Application according to Public Interest |
| Territory Revenue Office | Community Liaison | Consultation and enquiries from key stakeholders and other interested parties (including members of the royalty payer or taxpayer community). | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Data Administration | Datasets and referrals provided by the Australian Taxation Office and other bodies to assist in data matching, budget analysis, revenue forecasting, routine spreadsheets and reports. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Government Liaison | Reciprocal powers, requests for information, liaison with government Departments and other agencies, provision to and receipt of information between government agencies. | Yes | ✍👓 | By Application according to Public Interest |
| Territory Revenue Office | Lodgements – Finalised and Pending | Contracts, Transfers (Property & Shares), Deeds, Leases, Home Incentive Scheme Applications, Birth Certificates, Passports, Finance Approval Letters, Family Court Orders, Profit & Loss, Balance Sheet, Trust Deeds, Objections, Recovery Action documents, Bank Account details, Valuations. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Royalty Payer Files | Royalty payer correspondence files. Includes Royalty returns and Audits. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Return Documents | Return forms lodged as a part of being registered for returns based taxes. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Taxpayer Inquiries | Inquiry letters forwarded to businesses querying potential liabilities under taxation legislation. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | General Inquiries | Requests for information or advice in relation to a real or potential liability to stamp duty or payroll tax, or eligibility for a home incentive scheme. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Taxpayer Registration Files | Registration files for Payroll Tax, Hiring Arrangements, Insurance Duty, Debits Tax, Mineral Royalties, Conveyance By Return, Life Insurance, and Electronic Debits Duty. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | **Grants, Subsidies, Schemes and Exemptions** | | | | |
| Territory Revenue Office | Eligible Exploration Expenditure Certificate (EEC) Applications | Eligible Exploration Expenditure applications, issue of Eligible Exploration Certificates. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Payroll Tax Exemption | Information relating to applications for exemption from payroll tax. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Payroll Tax Exclusion from Grouping | Application for exclusion from grouping, including supporting documentation, submissions and correspondence. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Stamp Duty Exemption | Applications for stamp duty exemption including supporting documentation, submissions and correspondence. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | First Home Owners Grant (FHOG) | Application for FHOG; and associated supporting documentation. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Household Goods Grant Scheme (HGGS) | Application for HGGS; and associated supporting documentation. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Hiring Arrangements – Exempt Lender | Application to be exempt Lender. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Liquor Subsidy | Application Form containing required information including bank account details. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | MVR Stamp Duty Exemptions | Correspondence/Application for exemption and other supporting documents. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Quickstart 1 and 2 | Applications for Quickstart, supporting documentation and correspondence. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Solar Hot Water Subsidy | Application Form, Invoices, Certificate of Occupancy and other supporting documents. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | BuildBonus | Applications for BuildBonus, supporting documentation and correspondence. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Buildstart | Applications for Buildstart, supporting documentation and correspondence. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | First Home Owner Boost | Applications for First Home Owner Boost, supporting documentation and correspondence. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | First Home Owner Bonus | Applications for First Home Owner Bonus, supporting documentation and correspondence. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | First Home Owner Discount | Applications for First Home Owner Discount, supporting documentation and correspondence. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Corporate reconstruction | Applications for ruling and exemption for corporate reconstructions, supporting documentation and correspondence. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | **Information Technology, Systems and Registers** | | | | |
| Territory Revenue Office | Objections Database | Contains details of all objections handled by Territory Revenue Office. | Yes | ✍ | By Application according to Public Interest |
| Territory Revenue Office | TAXAD Database | Taxpayer records. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | INTRA Database | Taxpayer records. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Compliance Database | Records relating to past, current and future audits. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Unclaimed Money | Records relating to general unclaimed money and unclaimed superannuation held by the Territory Revenue Office. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | **Legal** | | | | |
| Territory Revenue Office | Legal Services | Territory Revenue Office - advice, appeals, objections. | No | ✍ | By Application according to Public Interest |
| Territory Revenue Office | Prosecutions | Prosecution information in relation to royalties, taxation and home owner incentive grants in the Northern Territory. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | **Personnel** | | | | |
| Territory Revenue Office | Personnel | Interview reports, performance development plan, identification cards and authorisations and special arrangements. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | **Policy** | | | | |
| Territory Revenue Office | Policy | Policy information in relation to administration of royalties and taxation in the Northern Territory. | No | 🌏 🖨 | Available to: Public  Format: Electronic via the DTF website |
| Territory Revenue Office | **Reference and Education Material** | | | | |
| Territory Revenue Office | Client Education | Circulars, booklets, brochures, fact sheets, forms for taxes, royalties and grants. Includes the Commissioner’s Guidelines, Rulings, Petroleum Royalty Overview and Mineral Royalty Act Overview and Guidelines. | No | 🌏 🖨 | Publication: Circulars, Information sheets and brochures, Payroll Tax Guide, Payroll Tax Rulings, Stamp duty lodgement guide CBR User Guide, Petroleum Royalty Overview and Mineral Royalty Act Overview and Guidelines.  Available to: Practitioners and taxpayers  Format: Hard copy or Electronic via the DTF website |
| Territory Revenue Office | Reference Material | Territory Revenue Office information used as reference points. Includes internal procedures, past CPI rates, Capital Recognition Deduction (CRD) and documents to assist future assessments (leases, trusts, franchise agreements). | Yes | ✍👓 | By Application according to Public Interest |
| Territory Revenue Office | **Relations** | | | | |
| Territory Revenue Office | Community Relations | Marketing and advertising strategies and materials, stakeholder surveys, liaison, consultation processes and requests for information. | No | ✍ | By Application according to Public Interest |
| Territory Revenue Office | Government Relations | Ministerial correspondence, legislative amendments, proposed budget measures, policy advice, Legislative Assembly Briefs, conferences and committees. | Yes | ✍ | By Application according to Public Interest |
| Territory Revenue Office | **Tax** | | | | |
| Territory Revenue Office | Agreements - Royalty | Agreements between royalty payers and DTF. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Debits Tax Exemptions | Application for Exemption - Debits Tax. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Taxpayer Compliance/Audit | Taxpayer audit and compliance investigations for all taxes and duties for the NT. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | **Unclaimed Monies** | | | | |
| Territory Revenue Office | Unclaimed Superannuation Benefits | Details of unclaimed superannuation monies that have been forwarded to the Government from the NT Public Sector Super Funds. | Yes | ✍ 👓 | By Application according to Public Interest |
| Territory Revenue Office | Unclaimed Companies Money | Details of unclaimed companies money that have been receipted by the NT Government and associated applications and supporting documentation relating to claims. | Yes | ✍ | Available to: Public  Format: Hard copy |
| **Utilities Commission** | Administration | | | | |
| Utilities Commission | Utilities Commission Correspondence | Correspondence. | Yes | ✍ 👓 | By Application according to Public Interest |
| Utilities Commission | Utilities Commission Working papers | Internal working papers. | No | ✍ | By Application according to Public Interest |
| Utilities Commission | Utilities Commission Record of Commission meetings | Records, such as minutes of Commission meetings. | No | ✍ | By Application according to Public Interest |
| Utilities Commission | Information Circulars | Information circulars issued from time to time to specific stakeholder groups such as contestable customers or on-suppliers. | No | 🌏 🖨 | Available to: Public  Format: Hard copy or Electronic via the Utilities Commission website |
| **Utilities Commission** | Information Technology, Systems  and Registers | | | | |
| Utilities Commission | Data Supporting Register | Supplementary information about licence, exemption holders and their activities held by the Utilities Commission, but not made publicly available. | Yes | ✍👓 | By Application according to Public Interest |
| Utilities Commission | Utilities Commission Register of Contestable Customers | Names, addresses, contact details and date from which customer is contestable (to March 2010 – Commencement of Full Retail Contestability). | Yes | ✍👓 | By Application according to Public Interest |
| Utilities Commission | Utilities Commission Register of Licence and Exemption Holders | Register of parties holding licences or exemptions for operations in the NT electricity supply market (as required under the *Electricity Reform Act*) or water supply and sewerage services (as required under the *Water Supply and Sewerage Services Act*). | Yes | 🌏 🖨 👓 🕮 | Available to: Public  Format: Hard copy or Electronic via the Utilities website |
| **Utilities Commission** | Legislation | | | | |
| Utilities Commission | Utilities Commission Decision Papers | Decision papers accompanying determinations and approvals, setting out the Commission's reasons for its decision. | No | 🌏 🖨 | Available to: Public  Format: Hard copy or Electronic via the Utilities website |
| Utilities Commission | Utilities Commission Determinations and Approvals | Determinations and approvals made by the Commission under relevant industry regulation Acts. | No | 🌏 🖨 | Available to: Public  Format: Hard copy or Electronic via the Utilities website |
| **Utilities Commission** | Reference and Education Material | | | | |
| Utilities Commission | Guidelines | Guidelines issued by the Utilities Commission to assist stakeholders. | No | 🌏 🖨 | Available to: Public  Format: Hard copy or Electronic via the Utilities website |
| Utilities Commission | Utilities Commission Issues Papers | Papers published by the Commission seeking input from stakeholders and the general public. | No | 🌏 🖨 | Available to: Public  Format: Hard copy or Electronic via the Utilities website |
| **Utilities Commission** | Reports | | | | |
| Utilities Commission | Utilities Commission Confidential Reports | Reports requested from time to time by Government to assist in decision making (such as costing of Power Water community service obligations). | No | ✍ | By Application according to Public Interest |
| Utilities Commission | Utilities Commission Reports | Reports required by legislation (such as annual power system review) and reports requested from time to time by Government to assist in decision making processes (such as review of network access code). | Yes | 🌏 🖨 👓 | Publication: Reports  Available to: Public  Format: Hard copy or Electronic via the Utilities website |
| **Utilities Commission** | Submissions | | | | |
| Utilities Commission | Confidential Submissions | Confidential submissions received from interested parties to issues papers published by the Commission. | No | ✍ | By Application according to Public Interest |
| Utilities Commission | Submissions | Submissions received from interested parties to issues papers published by the Commission. | No | 🌏 🖨 | Publication: Submissions  Available to: Public  Format: Hard copy or Electronic via the Utilities website |