

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Higgins to the Minister for Environment and Natural Resources, Minister for Tourism and Culture, Minister for Corporate and Information Services and Minister responsible for agencies and Government authorities under the Administrative Arrangements Order as at 31 March 2017

AGENCY ADMINISTRATION

ELECTION COMMITMENTS

1. Please provide details of all Labor election commitments and policy announcements made to Territorians in the campaign leading up to the 2016 NT General Election.
2. Please also provide the costing as applied to each election commitment.

ADMINISTRATIVE ARRANGEMENTS

3. Please provide details on all staff movements as a result of the Administrative Arrangements Order on 12 September 2016, including:
 - a) Appointments
 - b) Transfers
 - c) Resignations
 - d) Terminations
 - e) Redundancies
4. Please advise the cost of the staff changes, broken down by standard classification.
5. How much was spent on signage, including the design of such signage, required due to the machinery of Government changes since 12 September 2016?
6. How much was spent on stationery, including the design of such stationery, required due to the machinery of Government changes since 12 September 2016?
7. How much was spent on uniforms required due to the machinery of Government changes since 12 September 2016?

8. How much was spent on logos, trademarks and branding, including the development, design and registration of logos, trademarks and branding, required due to the machinery of Government changes since 12 September 2016?
9. How much was spent on published materials, printed or digital, required due to the machinery of Government changes since 12 September 2016?
10. How much was spent on office fit-outs and/or refurbishments commissioned following the machinery of Government changes since 12 September 2016?

BUDGET

11. What efficiency dividend has each Department and Agency been asked to achieve in framing the 2017/18 Budget? When was this direction given and what specific instructions were provided to achieve this result?
12. What instructions have been given to Departments and Agencies to address the reduction in GST payments to the Northern Territory?

STAFFING

13. Please provide details for the following staffing questions as at 1 September 2016 and 31 March 2017:
 - a) How many staff were employed in the following categories:
 - i. Full time equivalent
 - ii. Permanent part time contract
 - iii. Contract
 - b) Please advise the number of staff identified Aboriginal and Torres Strait Islander in terms of FTE and as a percentage of the Agency total employment (all classifications).
 - c) Please advise the number of frontline staff as FTE and as a percentage of the Agency total employment (all classifications).
14. What is the variance in FTE from 30 June 2016 to 31 March 2017?

15. Please advise, in each category:
- a) The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2016 and as at 31 March 2017
 - b) By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2016 and as at 31 March 2017
 - c) By position, when each current contract is due to be renewed
16. For the full financial year ending 30 June 2016 and for the period 1 September through 31 March 2017, how many staff:
- a) Resigned
 - b) Were demoted as a result of job evaluation or re-evaluation
 - c) Were made redundant
 - d) Were terminated
17. How many staff were unattached or categorized as redeployees for the full financial year ending 30 June 2016 and for the period beginning 1 September 2016 and ending 31 March 2017?
18. How many staff were categorized as supernumerary for the full financial year ending 30 June 2016 and for the period beginning 1 September 2016 and ending 31 March 2017?
19. How many staff have been engaged through employment agency arrangements, for what purpose, for what duration and at what cost for the full financial year ending 30 June 2016 and for the period beginning 1 September 2016 and ending 31 March 2017?
20. How many locums have been employed, for what purpose, what duration and at what cost for the full financial year ending 30 June 2016 and for the period beginning 1 September 2016 and ending 31 March 2017?
21. How many positions had Special Measures applied when advertised during the period beginning 1 September 2016 and ending 31 March 2017?
22. How many positions that had Special Measures applied, as referred to in question 21 above, had to be re-advertised due to the initial process not securing suitable candidates?

23. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 1 September 2016 and the increase in staff who identify as Aboriginal and Torres Strait Islander since 1 September 2016.

24. How many grievances have arisen as a direct result of the Special Measures program since 1 September 2016. Of these, how many remain unresolved?

OUTSOURCING

25. For the period beginning 1 September 2016 and ending 31 March 2017, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the Agency. Is consideration being given to outsource, contract-out or privatise in financial year 2017/18? If so, provide details.

LEGAL EXPENSES

26. What has been the expenditure on legal advice or related expenses for the financial year 2016/17? Provide details on:

- a) the matter(s) (designate which ones are finalised and which ones are ongoing)
- b) The amount paid by matter
- c) The amount paid to each outside legal firm or barrister engaged

PROCUREMENT / CONSULTANCIES

27. For the period beginning 1 September 2016 and ending 31 March 2017, please detail expenditure on each report and consultancy (excluding annual reports) that has been obtained from outside the NTPS. For each report/consultancy detail:

- a) Purpose
- b) Cost
- c) Person or entity engaged
- d) Whether the person or entity has their principal place of business in the Northern Territory or elsewhere (if elsewhere, please provide the address of the principal place of business of the person or entity)
- e) Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy
- f) Outcomes or key performance indicators for the report or consultancy

- g) Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken
28. Please detail expenditure paid, or expected to be paid, to Hawker Britton and/or associated entities for the financial year 2016/17, up to and including 31 March 2017. Outline the tasks performed.
29. How many contracts and tenders have been awarded to business entities with their principal place of business in the Northern Territory so far, and what works have been undertaken?
30. How many contracts have been awarded to business entities with a principal place of business outside the Northern Territory for the financial year 2016/2017, up to and including 31 March 2017? Detail the work being undertaken by each business entity and the selection criteria for the successful business entity on the applicable contract or tender.
31. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public quotations were undertaken during the period of time beginning 1 September 2016 and ending 31 March 2017?
32. For Tier 3, Tier 4 and Tier 5 procurement activities, how many contracts or tenders were awarded without undertaking a public quotation process during the period of time beginning 1 September 2016 and ending 31 March 2017?
33. For each instance identified above in question 32, where a public quotation process was not undertaken, including for Certificates of Exemption:
- a) What is the description of the goods and services contracted?
 - b) What is the value of the goods and services contracted?
 - c) What was the reason for not using the public quotation process or for requiring a Certificate of Exemption?
 - d) Who recommended the course of action in c) above?
 - e) Who approved the course of action in c) above?
34. Please advise the total number of NTG Corporate Credit Cards within the Agency, including the position titles and levels of the staff holding the corporate credit cards for the purchase of goods and/or services as at 31 March 2017.

FOCUS GROUPS / POLLING / SURVEYS

35. Please detail expenditure during the period of time beginning 1 September 2016 and ending 31 March 2017 on opinion polls and focus groups, including costs and entities that conducted the work.
36. Please provide copies of the surveys identified in question 35 above and detail all surveys undertaken, their form, the cost and what inducements were provided to incentivise participation during the period of time beginning 1 September 2016 and ending 31 March 2017.

COMMUNICATIONS AND MARKETING

37. Please detail expenditure on advertising and communications during the period of time beginning 1 September 2016 and ending 31 March 2017.
- For each advertisement for which an expense was incurred:
- a) What was the purpose / description of the advertisement?
 - b) Who was the advertisement placed with, i.e. media outlet, newspaper, television station or similar?
 - c) What was the total production cost, including, but not limited to, design, commissions, placement costs?
 - d) Were tenders or expressions of interest called? If not, why not?

TRAVEL

Note: A separate question is being sent to the Department of the Chief Minister.

38. Please provide the total expenditure and itemised details of travel, including, but not limited to travel-related costs such as accommodation, travel allowance, entertainment, car rental, meals and incidentals, in each Agency and authority for the period of time beginning 1 September 2016 and ending 31 March 2017 broken down to:
- a) International travel
 - b) Interstate travel
 - c) Intrastate travel
39. In the case of international travel identified in response to question 38 above, please provide the purpose, itinerary, persons and costs involved in each trip.

40. Please provide itemised details and itemisation of costs of all travel undertaken by the Minister that was paid for by the Agency or authority, including travel on charters during the period of time beginning 1 September 2016 and ending 31 March 2017.

HOSPITALITY / FUNCTIONS AND EVENTS

Note: A separate question is being sent to the Department of the Chief Minister.

41. Please provide full details of all public service hospitality provided since 1 September 2016.

In relation to each occasion on which official hospitality was undertaken:

- a) What was the purpose of the hospitality?
- b) How many guests attended?
- c) How many Ministers attended?
- d) How many Ministerial staff attended?
- e) How many MLAs attended?
- f) How many Public Sector employees attended?
- g) What was the total cost incurred?

GRANTS AND DONATIONS

42. Please detail expenditure on grants and donations paid by your Agency (including the recipient of each grant) during the period of time beginning 1 September 2016 and ending 31 March 2017.

43. Please detail the funds utilised to distribute awards and sponsorships in the period of time beginning 1 September 2016 and ending 31 March 2017. Indicate which awards and scholarships were managed by Regional Offices. What is anticipated for the 2017/18 financial year?

44. Please detail the amounts paid on grants to non-Government organisations for the the period of time beginning 1 September 2016 and ending 31 March 2017, including to which organisation and the services to be provided?

MEDIA MONITORING SERVICES

45. Provide expenditure details on media monitoring services for the period of time beginning 1 September 2016 and ending 31 March 2017 (including entities engaged and who utilises the service).

INFRASTRUCTURE PROJECTS

46. What are the details, by project, of re-voted capital works in all Department and Government Authorities since 1 September 2016?
47. Please provide details of all projects that have been cancelled or postponed under the Government's infrastructure re-prioritisation plan.
48. Please provide details of newly committed projects since 1 September 2016.
49. Please provide details of contracts awarded to interstate firms, for what purpose, the cost and why a Territory firm was not chosen.

GOVERNMENT LEASED BUILDINGS

50. What is the total annual power bill of each Government building owned/leased/used by each Department for the financial year 2015/16 and as at 31 March 2017?
51. What is the total annual leased space of each Government building used by each Agency/authority and at what cost for the period of time beginning 1 September 2016 and ending 31 March 2017?
52. How much Government owned or leased premises or office space is currently under-utilised (at less than 100 per cent occupied) or vacant?

FEES AND CHARGES

53. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2016/17 financial year and whether any of these fees and charges was increased following the passage of the 2016/17 financial year budget.

INTERNAL AUDITS

54. How many internal audits and financial investigations were conducted in the 2016/17 financial year?
55. What were the terms of reference or focus for each investigation?
56. Please provide detail of any fraud, anomalies, breaches of financial legislation or Northern Territory Government policy and procedures exposed by the audits and financial investigations.

BOARDS / ADVISORY BODIES

57. Please detail all boards and advisory bodies in your Agency in 2016/17, also providing the following information:
- a) The Terms of Reference
 - b) The current members and when they were appointed
 - c) The total remuneration paid to each Board member during the 2016/17 financial year
 - d) The itemised total cost incurred by the Board during the 2016/17 financial year
 - e) The number of times the Board met during the 2016/17 financial year

REVIEWS AND INQUIRIES

58. Details of all reviews and inquiries completed or commenced during the 2016/17 financial year, also providing the following information:
- a) The Terms of Reference
 - b) The criteria for selection of all panel members
 - c) The composition, qualifications and state or territory of residence of the persons undertaking the review/inquiry
 - d) The cost of the review/inquiry
 - e) How the information was/is accumulated to contribute to the review/inquiry
 - f) If completed, when, the outcome and whether the report has been tabled in the Legislative Assembly
 - g) If not completed when this is expected

WORKPLACE HEALTH AND SAFETY

59. Please provide the number, nature and cost of reportable safety issues for 2016/17.

REGIONAL OFFICES

60. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved in the 2016/17 financial year. What are the locations for which they are responsible?

1.

A whole-of-government response to Question 1 will be provided by the Chief Minister.

2.

A whole-of-government response to Question 2 will be provided by the Chief Minister.

3. (a) – (e)

A whole-of-government response to Question 3 will be provided by the Minister for Public Employment.

4.

A whole-of-government response to Question 4 will be provided by the Chief Minister.

5.

Nil.

6.

Nil. There was no administrative arrangement change to DCIS.

7.

Nil.

8.

Nil. There was no administrative arrangement change to DCIS.

9.

Nil. There was no administrative arrangement change to DCIS.

10.

Nil. There was no administrative arrangement change to DCIS.

11.

A whole-of-government response to Question 11 will be provided by the Treasurer.

12.

A whole-of-government response to Question 12 will be provided by the Treasurer.

13. (a)

As at 1 September 2016 there were:

	Total
Total FTE	611.9
Permanent Part-time contract	45
Contract	27

As at 31 March 2017 there were:

	Total
Total FTE	619.5
Permanent Part-time contract	46
Contract	27

13. (b) and (c)

A whole-of-government response to Question 13(b) and (c) will be provided by the Minister for Public Employment.

14.

A whole-of-government response to Question 14 will be provided by the Minister for Public Employment.

15. (a)

A whole-of-government response to Question 15(a) will be provided by the Minister for Public Employment.

15. (b)

Number of FTE staff by level on executive or temporary contract at 31 March 2017:

Position Level	Total
Graduates	2.5
Trainees	7.3
AO2	13.1
AO3	6.8
AO4	3.9
AO5	5.2
AO6	1.3
AO7	11
SAO1	1.2
ECO1	13.3
ECO2	10
ECO3	1
ECO4	1
ECO5	1
Total	78.6

Number of FTE staff by level on executive or temporary contract as at 30 June 2016:

Position Level	Total
Graduates	4
Trainees	5.7
AO2	13.2
AO3	5.9
AO4	3
AO5	2.6
AO6	2
AO7	9
SAO1	2.2
SAO2	1
ECO1	12.6
ECO2	11
ECO3	1
ECO4	1
ECO5	1
Total	75.2

15. (c)

A whole-of-government response to Question 15(c) will be provided by the Minister for Public Employment.

16. (a) – (d)

For the period 1 September 2016 to 31 March 2017:

Separation Reason	Total
Resigned	27
Demoted as a result of job evaluation or re-evaluation	0
Made redundant	0
Were terminated	1
TOTAL	28

For the financial year ending 30 June 2016:

Separation Reason	Total
Resigned	39
Demoted as a result of job evaluation or re-evaluation	0
Made redundant (voluntary)*	1
Were terminated	2
TOTAL	42

*ex Government Printing Office employee who requested voluntary redundancy.

17.

	At 30 June 2016	At 1 September 2016	At 31 March 2017
Unattached employees	22	26	19
Redeployees	3	3	2

Unattached DCIS employees on long leave as at:

- o 30/06/16 – 14
- o 01/09/16 – 16
- o 31/03/17 - 11

18.

As at 30 June 2016	As at 1 September 2016	As at 31 March 2017
49	52	36

Note: supernumerary staff that are also unattached have been counted as 'unattached employees' and included in answer to question 17 to avoid double counting

19.

2015-16: Two persons engaged for 12 weeks for administrative tasks - cost \$30 943.

1/9/16 to 31/3/17: Five persons engaged for periods between four and 15 weeks for short term administrative tasks - cost \$71 629 (includes one arrangement as part of a function transfer).

20.

Not applicable.

21.

A whole-of-government response to Question 21 will be provided by the Minister for Public Employment.

22.

A whole-of-government response to Question 22 will be provided by the Minister for Public Employment.

23.

A whole-of-government response to Question 23 will be provided by the Minister for Public Employment.

24.

A whole-of-government response to Question 24 will be provided by the Minister for Public Employment.

25.

For the period beginning 1 September 2016 and ending 31 March 2017, no functions were outsourced, contracted out or privatised.

Government decision to change model for administration of NTG workers compensation claims from 2017-18 will remove duplication of functions between agency and claims manager with administration functions to be done by future manager.

26. (a) and (b)

This encompasses a number of matters handled by private legal firms and government lawyers. The administrative effort required to respond by locating and re-examining details of all matters, including the potential to prejudice the interests of the Territory and other parties, would require undue diversion of resources from service delivery.

26. (c)

Vendor	Amount \$
JKW Law Practice	140,271.25
Clayton UTZ (Darwin)	267,464.50
Gilbert & Tobin	293,727.55
Dr James Renwick	11,212.50
Maddocks Lawyers	103,580.83
Total	814,646.63

27.

All consultancies were engaged in accordance with NTG procurement requirements. No reports were tabled in the Legislative Assembly as a result of the engagement.

Purpose	Cost	Person/entity engaged	Loc	Outcome	Procurement
Aviation technical compliance services	13,431	Avlaw Pty Ltd	NSW	Operator conformance with contract terms identified	Quote
Data Management Strategy for Core Clinical Systems Renewal Program (CCSRP)	168,582	C3 Business Solutions Pty Ltd	NSW	Data Management Strategy	Tender

Purpose	Cost	Person/entity engaged	Loc	Outcome	Procurement
Develop Health Interoperability Platform (HIP) transformation plan	20,705	Cj Consulting Hr Solutions Pty Ltd	Local	Technical workforce transformation plan for HIP	Panel
Modernisation of Mainframe user-interfaces	9,667	Rocket Software Pty Ltd	NSW	Improved presentation of core business mainframe application.	Quote
Internal Penetration Testing (cyber security)	22,609	Cqr Consulting Australia Pty Ltd	SA	Cyber security - penetration testing results and recommendations	Panel
External Vulnerability Assessment (cyber security)	22,195	Cqr Consulting Australia Pty Ltd	SA	Cyber security – network vulnerability assessment independently validated	Panel
Quality assurance of CCSRP tender documentation - 2nd stage	34,284	Deloitte Consulting Pty Ltd	VIC	Tender documentation validated	Panel
Design of Cyber Security Awareness materials	3,050	Floodlight Creative	Local	Graphic design and collateral produced	Quote
Legal services for Identity and Access Management System Conditions of Contract	16,520	JKW Law Practice	Local	Contract awarded with NTG's interests protected	Quote
Technical advisor for CCSRP tender preparation.	65,256	JP Consulting (Aust) Pty Ltd	QLD	Comprehensive RFT released to market	Quote
Probity auditor - Identity and Access Management System tender	6,364	KPMG Australia	Local	Report provided – nil probity issues identified.	Quote
Auditing services for employee assistance program	27,837	KPMG Australia	Local	Contractor conformance identified some opportunities for improvement.	Quote
Development of banned drinker register business case	12,600	KPMG Australia	Local	Business case delivered for AGD	Panel
ICT Stage Gate Report myResignation project	13,968	KPMG Australia	Local	Report provided identifying satisfactory progress	Quote
Drafting of technical GST clauses for corporate taxation policy.	8,498	Merit Partners Pty Ltd	Local	Clauses inserted in technical policy. GST compliance	Quote
Provision of probity services for courier services panel contract	1,020	Merit Partners Pty Ltd	Local	Nil probity issues identified.	Quote
ICT specialist services for APRO / GAS / ASNEX Integration	8,200	Open Windows Software Pty Ltd	VIC	Integration services delivered and solutions determined.	Quote

Purpose	Cost	Person/entity engaged	Loc	Outcome	Procurement
CCIS replacement business case development	89,546	Solute Consulting	QLD	CCIS replacement project delivered to TF.	Quote
Financial modelling for CCSRP eHealth project	18,563	Solute Consulting	QLD	Comprehensive cost modelling for CCSRP business case.	Quote
Independent specialist technical cost assessment for CCSRP tender process.	44,050	Solute Consulting	QLD	Detailed analysis and advice on all financial elements of tender responses	Panel
Due diligence - Telstra feasibility assessment for remote communications	44,650	UXC Consulting Pty Ltd	VIC	Independent verification of costs and value for mobile site installations	Quote
Specialist financial consultancy services for assessing the financial viability of CCSRP tender responses.	36,364	Vincent's Chartered Accountants	QLD	Detailed financial capacity assessments for tender responses provided.	Quote
Cyber Security banner and artwork	840	The Exhibitionist 2D-3D Designs Pty Ltd	Local	Banner delivered	Quote
Planning, design, status updates and set up for specific device for TDMS	14,365	IT Business Solutions	Local	TDMS device in operation	Quote
Review of fuel contract	5,850	FuelTrac Pty Ltd	QLD	Analytics of fuel costs and usage.	Quote
EAP Counselling Session	571	Employment Assistance Services Australia	Local	Confidential sessions provided	Quote
ICT research and advisory services (12 months)	71,100	Gartner Australasia Pty Limited	VIC	ICT technical advice and research materials	Quote
Government Data Centre design and specifications for Security Access	16,308	Vistech Consulting	Local	Technical design and specifications delivered	Quote
XFC Review of SubZero software installation on NTG Mainframe	7,727	Enterprise Systems Consultants Pty Ltd	Local	Review report received and actioned	Quote

28.

Nil expenditure or expected expenditure.

29.

A whole-of-government response to Question 29 will be provided by the Minister for Trade, Business and Innovation.

30.

A whole-of-government response to Question 30 will be provided by the Minister for Trade, Business and Innovation.

31.
12

32.
8

33.

(a)	(b) \$'000	(c)	(e)
Legacy Data Conversion, Proof of Concept	203	Contracted vendor is the sole supplier of the proprietary health system software and has the technical ability to undertake project. (CCSRP)	Deputy CE
IBM Hardware and Software Licences and Maintenance	11 000	IBM USA are the only provider of their proprietary mainframe, software and maintenance which is essential to operate GAS, PIPS, PAPMS, MOVERS, ASNEX, TMS etc. (DCS)	CE
Office Lease	300	Top End Women's Legal Service required office accommodation within walking distance of the Darwin Magistrates Court. The nature of the work requires the office accommodation to be close to public transport links, provide disabled access and a discreet entrance in a safe environment.	CE
Office Lease	225	Genealogical Society of the Northern Territory required suitable office accommodation located in Darwin CBD within easy access of public transport links. A ground floor tenancy needed to accommodate a compactus, along with sufficient available public parking and a minimum area of 150 m2.	CE
Office Lease	530	Department of Correctional Services required urgent fully fitted out office accommodation located in close proximity to the Royal Commission hearings, at the Darwin Supreme Court.	CE
Office Lease	410	Department of Education - Teachers Registration Board required to be quickly relocated due to existing space being taken by the Federal Government for Royal Commission into Northern Territory juvenile detention.	CE
Office Lease	519	Department of the Legislative Assembly - Johnston Electorate Office. The building owner issued a notice to quit to the Member subsequently requiring new office space to be leased within the electorate.	CE
Office Lease	1 753	Department of Health - Office of the Public Guardian. Operational requirements and increase in staff numbers necessitated new office accommodation separate to the Department of Health to accommodate approximately 27 staff, with close proximity to public transport and accessible for clients in Casuarina, Palmerston and Darwin City.	CE

34.

Position Title	levels	No of positions
Project Officer	AO7	1
Procurement Coordinator	AO7	1
Billing Officer	AO6	1
Contracts & Procurement Co-ordinator	AO6	1
Project Coordinator	AO5	1
Exec Admin Officer	AO5	1

Assistant Accountant	AO5	1
Assistant Report Developer	AO4	1
Team Administrator	AO4	4
Project Support/Administration Officer	AO4	2
Office Manager	AO4	2
Client Services/Administration Officer	AO3	5
Support Services Officer	AO2	1
Total		22

35.
Nil.

36.
Nil.

37.
All services were engaged in accordance with the NTG procurement requirements.

Purpose/Description	Vendor	Type	Total Cost
Cyber Security Awareness Week	Adcorp Australia Limited – NT News	Advertising	3,959
Cyber Security Awareness Week	Floodlight Creative	Advertising	3,050
Photos - Annual Report	Infocus (NT) Pty Ltd	Publication	2,852
Annual Report 2015-16	The Exhibitionist 2D-3D Designs Pty Ltd	Publication	17,570
Cyber Security Awareness Week	The Exhibitionist 2D-3D Designs Pty Ltd	Exhibition	840
Booth - CDU Orientation	Charles Darwin University	Exhibition	500
Recruitment (All of Government banners)	Adcorp Australia Limited – NT News and Alice Springs Centralian Advocate	Recruitment	10,893
Tender page (All of Government)	Adcorp Australia Limited – NT News; Alice Springs Centralian Advocate; Katherine Times; Arafura Times; Tennant & District Times	Tender	33,348
Total	Total		73 012

38.
(a) International

Four officers (2 x DCIS and 2 x Department of Health) travelled to Scotland to conduct multiple reference site visits as part of the CCSRP tender assessment. Total expenditure incurred \$27,664.89.

(b) Interstate

Date from	Date to	Reason for Travel	Total
9/09/2016	9/09/2016	Relocation from Brisbane for new Senior Officer in the AGC unit.	1,559.05
4/10/2016	7/10/2016	CCSRP - Director Design Authority travel to Darwin for CCSRP Data Management Strategy.	729.63
10/10/2016	13/10/2016	CCSRP - DoH clinician's travel to Darwin for clinical engagement, change support and activities.	755.41
23/10/2016	28/10/2016	Senior staff travel to Gold Coast to attend Gartner Symposium on ICT thought leadership event covering cyber security, cloud and data hosting technology initiatives.	3,786.41

Date from	Date to	Reason for Travel	Total
1/11/2016	4/11/2016	NTG representative travel to Melbourne to attend Fleet Manager Business Improvement Group forum and National Public Sector Fleet Managers Conference.	2,210.04
8/11/2016	11/11/2016	DCS staff travel to Sydney to attend the VMware forum to maintain technical specialist knowledge.	2,676.64
10/11/2016	1/11/2016	DCIS representative at Digital Identity State and Territory government meeting in Sydney to consider management of digital identities.	810.10
21/11/2016	25/11/2016	CCSRP - Specialist health ICT contractor travel to Darwin for stage two RFT evaluation meetings.	468.29
24/11/2016	25/11/2016	Senior ICT infrastructure, architecture and security officer travel to Melbourne for interjurisdictional meetings on the national cyber security strategy and current status.	841.36
28/11/2016	25/11/2016	CCSRP - Director Design Authority, specialist health ICT architecture contractor's travel to Darwin for stage two RFT evaluation meetings.	499.95
1/12/2016	3/12/2016	Senior Systems Administrator travel to Sydney to attend iCMS users conference.	1,343.17
3/12/2016	5/12/2016	CCSRP - Program Director travel to Melbourne to meet with Deloitte specialists regarding clinical information system implementation and clinical change management specialists.	1,001.28
6/12/2016	9/12/2016	NTG representative on the Executive of Government Property Group, travel to Annual General Meeting in Melbourne.	1,626.33
11/12/2016	16/12/2016	Remote systems administrators travel to Darwin to attend VMware training and meetings in relation to infrastructure and software requirements.	2,863.77
30/01/2017	3/02/2017	CCSRP - architecture design resource travel to Darwin for Architecture Review Board and with Project Director.	390.80
5/02/2017	11/02/2017	Interstate mainframe systems developers travel to Darwin for HR System Programming workshop including project reviews, change management framework and prioritisation of future developments.	5,852.38
20/02/2017	24/02/2017	CCSRP - DCE (DCIS) and ten senior officers and clinicians from the DoH, Top End Health Services and Central Australia Health Services travel to regional Victoria for CCSRП referee and reference site visits in Warrnambool and Portland to review and validate preferred tenderer's system.	14,601.35
20/02/2017	22/02/2017	Director Fleet travel to Sydney to hold meetings with fleet disposal contractor to review and explore benchmarking system for fleet auctions.	1,478.70
23/02/2017	25/02/2017	NTG representative attendance at the Government Banking Forum in Perth to consider management of contracts with banking providers, cash management, national new payments platform and cheques.	876.53
26/02/2017	28/02/2017	NTG taxation representative's attendance at interjurisdictional Industry Partnership taxation meeting in Canberra.	519.32
1/03/2017	3/03/2017	CCSRP - DCE (DCIS) and ten senior officers and clinicians from the DoH, Top End Health Services and Central Australia Health Services travel to Sydney for CCSRП referee and reference site visits to review and validate the preferred tenderer's system and offer, and determine any issues for consideration.	3,326.04
6/03/2017	10/03/2017	ICT infrastructure and network specialists travel to Melbourne to attend Cisco Live conference, a Cisco technologist forum and gain further knowledge to maximise the NTG Cisco network infrastructure investment.	2,427.38
6/03/2017	10/03/2017	CCSRP - Director Design Authority, specialist health ICT architecture contractor's travel to Darwin to attend the Architecture Review Board and key project meetings.	1,422.93

Date from	Date to	Reason for Travel	Total
13/03/2017	17/03/2017	NTG ICT architecture and security specialist staff travel to Canberra for Australian Cyber Security Conference including sensitive discussions regarding NTG cyber security environment and plans for workshops in Darwin.	1,213.89
29/03/2017	31/03/2017	NTG representative attendance at the interjurisdictional Fleet Manager Business Improvement Group forum.	1,304.40
Total			54,585.15

(c) Intrastate

Date from	Date to	Reason for Travel	Total
7/09/2016	9/09/2016	Two new staff travel to Darwin for detailed training in CAPS business processes.	2537.00
7/09/2016	7/09/2016	Travel to Katherine for panel repair inspection of panel shops.	42.79
14/09/2016	15/09/2016	Delivery of MyPlan information sessions, orientation presentation, and HR consultative meetings with management in Alice Springs.	846.29
14/09/2016	15/09/2016	Information Management presentation on upgrades to Territory Records Manager and EDRM. Visit archives store in Alice Springs and present at the DCIS Orientation.	1072.32
18/09/2016	20/09/2016	CCSRP - Senior Health Staff travel to Darwin for meetings to review patient index match analysis with EMPI vendor.	2208.29
21/09/2016	23/09/2016	CCSRP - Senior team members travel to Alice Springs for Clinical Leadership Group and meetings with senior Central Australia Health Services staff.	1258.14
22/09/2016	22/09/2016	CCSRP - DCE travel Alice Springs to meet with senior DOH staff and clinicians and present information sessions regarding the CCSRP.	723.55
5/10/2016	7/10/2016	ICT Contracts- conduct industry and agency engagement consultation sessions.	804.31
10/10/2016	13/10/2016	CCSRP - Central Australian Health Service travel to Darwin for orientation, stakeholder engagement and RFT activities.	710.66
24/10/2016	26/10/2016	Staff travel to Darwin to attend NTPS ATSI Employee Forum 2016.	190.69
24/10/2016	27/10/2016	CCSRP - Senior Clinical Informatician travel to Alice Springs to introduce new change and engagement support and validate clinical scenarios.	1238.94
25/10/2016	25/10/2016	CCSRP - senior staff travel to Nhulunbuy to provide CCSRP information sessions for DoH staff	1327.38
28/10/2016	28/10/2016	CCSRP - Project Director travel to Tennant Creek to provide information sessions.	915.37
7/11/2016	7/11/2016	Senior Director NTPM travel to Alice Springs to meet with CE of Territory Families to inspect office accommodation options in Alice Springs.	559.89
9/11/2016	12/11/2016	Senior Officer travel to Darwin to attend Performance Management workshop.	811.11
16/11/2016	16/11/2016	Executive Management Board travel for Board meeting in Alice Springs, industry and NTG agency forums, site visits and meetings.	3311.17
16/11/2016	17/11/2016	Meal allowance – travel on Police air wing for project work completed in regions.	52.40
21/11/2016	25/11/2016	CCSRP - travel to Darwin Stage 2 Request For Tender evaluation meetings for non-functional and technical requirements.	505.22
1/12/2016	2/12/2016	Senior officers travel to Tennant Creek to participate in Co-ordination Committee.	535.09
1/12/2016	1/12/2016	Senior Director NTPM travel to Alice Springs for Alice Springs Supreme Court inspection and meetings.	618.65
5/12/2016	7/12/2016	CCSRP – DoH staff travel to Darwin for CCSRP ICT modernisation sessions.	2646.52

Date from	Date to	Reason for Travel	Total
14/12/2016	17/12/2016	NTPM representative travel to Darwin for QMaster training, meetings to finalise Security and Waste Contract Management Plans and User Guides for agencies and internal meetings.	1159.96
15/12/2016	16/12/2016	Staff travel to Tennant Creek to meet new tyre and battery supplier, inspect trailers and visit clients and review operations.	140.08
16/12/2016	16/12/2016	DCE travel to Alice Springs to present GrantsNT Information session at Chief Minister's bi-annual meeting with the Non Government Sector	1480.17
22/01/2017	25/01/2017	Staff travel to Darwin for WIS Manager Training and meetings with TIO.	1180.33
23/01/2017	23/01/2017	NTPM staff travel to Alice Springs for Project Control Group and inspection of Alice Springs Supreme Court.	585.59
2/02/2017	3/02/2017	CCSRP - request for tender proof of concept testing in Katherine.	119.09
2/02/2017	4/02/2017	CCSRP - request for tender proof of concept testing on Croker Island.	803.91
5/02/2017	5/02/2017	CCSRP - request for tender proof of concept performance testing in Alice springs	1943.25
6/02/2017	10/02/2017	CCSRP - Travel to Alice Springs, Yulara, Nyirripi, Mount Allen and Tennant Creek to complete RFT Proof of Concept performance testing.	1971.21
6/02/2017	6/02/2017	CE travel to Alice Springs for DCIS Corporate Plan and staff update sessions, meeting with DCM.	559.89
7/02/2017	7/02/2017	CCSRP - travel to Gove and Groote Island to complete RFT Proof of Concept performance testing	1140.64
7/02/2017	7/02/2017	CCSRP – travel to Uluru and Nyirripi to undertake proof of concept performance testing for CCSRP.	1787.27
15/02/2017	17/02/2017	Director Regions travel to Katherine for staff meetings and inter-agency engagement.	968.04
22/02/2017	22/02/2017	CCSRP - Travel to Alice Springs, Nyirripi and Mount Allen to complete Proof on Concept performance testing.	782.19
26/02/2017	2/03/2017	NTPM staff travel to Darwin to develop cleaning contracts and other property management matters.	1364.09
26/02/2017	1/03/2017	Staff travel to Darwin for OCPE Future Leaders Network Course.	833.35
26/02/2017	28/02/2017	Travel to Nhulunbuy to inspect Communications Room changes and undertake client visits.	1672.61
27/02/2017	2/03/2017	AGC staff travel to Alice Springs for contractor performance meetings and agency engagement for contracts.	2176.73
27/02/2017	28/02/2017	CCSRP – travel to Nhulunbuy for Gove District Hospital site visit to assess comms room and establish solution with least OHS risk.	1226.48
6/03/2017	6/03/2017	CCSRP - travel to Groote Eylandt and Bickerton Island to complete Proof on Concept performance testing.	801.98
13/03/2017	14/03/2017	FS staff travel to Alice Springs for regional visit to review debt recovery processes, ensure compliance and deliver training.	740.72
22/03/2017	22/03/2017	EPU staff travel to Alice Springs to promote Employment Programs and conduct agency planning session for the next Aboriginal Employment Program	591.67
23/03/2017	1/04/2017	CCSRP - travel to Alice Springs for upgrade communications infrastructure at urban and remote health sites.	995.69
28/03/2017	30/03/2017	Staff travel to Darwin for mandatory OCPE Future Leaders Network meeting plus tasks to introduce Bulk Recruitment functionality for DoH and PFES.	747.65
29/03/2017	29/03/2017	Staff travel to Alice Springs to facilitate and promote people matters survey information sessions	1228.03
		Minor miscellaneous refunds, returns, other charges, etc.	-48.41
Total			49,867.99

39.

Travel from date	Travel to date	Traveller	Destination	Reason for travel	Total travel cost to 31/3/17
19/02/2017	26/02/2017	Sean Fellows	Darwin to Edinburgh	CCSRP tender reference site visits	8,988
19/02/2017	26/02/2017	Dr. Hugh Heggie	Darwin to Edinburgh	CCSRP tender reference site visits	6,018
19/02/2017	26/02/2017	Dr. Nadarajah Kangaharan	Sydney to Edinburgh	CCSRP tender reference site visits	5,830
19/02/2017	26/02/2017	Paul Gooding	Darwin to Edinburgh	CCSRP tender reference site visits	6,828
TOTAL					27,665

40.

Nil.

41.

Purpose	Total Guests	Minister	Ministerial Staff	MLA	NTPS	Total Cost (\$)
Ministerial ICT Advisory Council meeting	12				8	149
Chief Minister's Awards for Excellence in the Public Sector	18				18	1,806
2016 Global Corporate Challenge DCIS winners	15				15	71
NTPS Darwin Indigenous Employment Program Graduation Function	62				2	3,055
Corporate Travel Provider workshop	6				2	25
Total						5,106

42.

\$3,750,000 grants to Telstra Corporation Ltd for installation of telecommunications in remote NT communities as part of the Telstra/NTG Co-investment Program.

\$60,750 grant to radio station 8CCC Community Radio Incorporated.

43.

1 September 2016 to 31 March 2017:

- Two scholarships of \$2500 (total of \$5000) through the CDU School of Engineering and Information Technology to support information technology students considering a future in research in the field of information technology.
- \$8,000 for 2017 Skills Employment and Careers Expo (Champion Sponsorship Package).

Nil managed by regional offices.

No change anticipated to the above in 2017-18.

44.

\$3,750,000 in grants to Telstra Corporation Ltd for installation of telecommunications in remote NT communities as part of the Telstra/NTG Co-investment Program.

\$60,750 grant paid to radio station 8CCC Community Radio Incorporated.

45.

Nil.

46.

A whole-of-government response to Question 46 will be provided by the Minister for Infrastructure, Planning and Logistics.

47.

A whole-of-government response to Question 47 will be provided by the Minister for Infrastructure, Planning and Logistics.

48.

A whole-of-government response to Question 48 will be provided by the Minister for Infrastructure, Planning and Logistics.

49.

A whole-of-government response to Question 49 will be provided by the Minister for Infrastructure, Planning and Logistics.

50.

Building	2015-16	YTD to 31-Mar-17
66 Smith St		1,964
Alice Plaza	19,187	11,087
Cavanagh House	18,135	
Charles Darwin Centre	26,277	28,688
Darwin Plaza	6,716	
Domain Building	66,338	39,818
Herbarium Building	14,903	8,122
Jacana Building	12,529	20,564
Palm Court	120,405	
Armidale Street	61,711	41,363
Chan Building	660,262	561,365
Darwin Plaza	29,909	25,955

51.

Property Leasing: 1 Sept 2016 - 31 March 2017:

Agency	Area (m²)	Rental costs
Aboriginal Areas Protection Authority	1,500	\$337,000
Northern Territory Auditor-General's Office	300	\$98,500
Department of the Attorney-General and Justice	22,000	\$6,200,000
Department of the Chief Minister	6,000	\$1,800,000
Department of Corporate and Information Services	11,500	\$3,280,000
Department of Education	12,000	\$3,200,000
Department of Health	43,000	\$6,200,000
Department of Housing and Community Development	11,000	\$2,900,000
Department of Infrastructure, Planning and Logistics	16,500	\$3,900,000
Department of Primary Industry and Resources	4,600	\$1,000,000
Department of Trade, Business and Innovation	6,600	\$1,800,000
Department of Treasury and Finance	3,150	\$1,150,000
Department of the Environment and Natural Resources	6,000	\$1,400,000
Department of Tourism and Culture	16,000	\$2,800,000
Department of the Legislative Assembly	3,500	\$950,000
Jacana Energy	1,300	\$310,000
Land Development Corporation	550	\$150,000
NT Electoral Commission	960	\$260,000
NT Police, Fire and Emergency Services	20,000	\$3,900,000
Office of the Commissioner for Public Employment	700	\$250,000
Office of the Ombudsman	500	\$170,000
Power and Water Authority	100	\$24,000
Territory Families	13,500	\$2,200,000

52.

DCIS is responsible for leased property, and does not hold information on government owned buildings, which tend to be for specific purposes.

The average vacant leased space not allocated to agencies between 1 September 2016 and 31 March 2017 was 440 m², approximately 0.2% of the leased property portfolio.

Data on under-utilised space is not collected.

53.

Nil.

54.

Six internal audits/reviews were conducted for 2016-17 to 31 March 2017. There were no financial investigations conducted in 2016-17.

55.

Internal audits and reviews conducted in 2016-17 (as at 31 March 2017)

Internal audit / reviews	Terms of Reference or focus
Air Travel Internal Audit (travel transactions for period 1/6/16 to 31/12/16)	Audit of agency travel to assess compliance with NTG Air Travel Policy.
Strategic Work Health and Safety Risk Assessment	Strategic risk assessment of agency work health and safety environment.
Air Services Providers to Northern Territory Government	Undertake an operational and technical audit, assessing compliance of the aviation contractors on the aviation panel.
Employee Assistance Program	Assess contractor compliance with key requirements of the contract regarding delivery of Employment Assistance Program to Northern Territory Government.
Review of Active Microsoft Directory environments	Assess the Active Directory environments of the main NTG environment; PWC and PFES environments.
Desktop and Wireless vulnerability assessments	Assess security controls across the Northern Territory Government network.

56.

Internal audits/reviews did not identify fraud or anomalies.

The audits/reviews identified some minor breaches of NT Government policy or opportunities to strengthen policy, procedures and controls:

- Travel Audit found some inconsistencies in agency policy application compared to the All of Government Travel Framework with instances of minor non-compliance.
Action Taken: Procedures were updated to comply with the new All of Government Travel Framework and associated changes. Education undertaken to improve compliance and continue to improve processes.
- Air Services Providers audit identified instances of non-conformance with contract obligations.
Action Taken: The agency is working with the operator to ensure the local contractor achieves compliance with operating expectations.
- Employee Assistance Program identified instances of services provider non-compliance with contractual requirements.

Action Taken: The agency is working with the contractors and reconfirmed requirements for compliance with contract obligations.

- Strategic risk assessment of DCIS Work Health and Safety Framework identified seven strategic risks for consideration. While the Framework is operating effectively the review identified areas for further consideration.

Action Taken: The agency Work Health and Safety Committee is assessing the recommendations and overseeing changes to the Work Health and Safety Framework.

- ICT cyber security vulnerability assessments –some areas identified for improvement overall assessment that the environments are well managed.

Action Taken: Identified issues are being managed and resolved within a dedicated remediation program. Some identified risks have been accepted based on business requirements, proportionality and risk profile.

57. (a)

To provide advice to the Minister for Corporate and Information Services and the ICT Governance Board on the ICT industry, ICT directions, emerging technologies and ICT services suitable for government and the Territory community.

57. (b)

Current members of the Ministerial ICT Advisory Council (MIAC) and appointment dates:

Member	Appointment Date
Mr Steven Rowe (Chair)	December 2014
Mr Simon Watt	December 2014
Ms Jude Ellen	December 2014
Ms Magdaline Coleman	December 2014
Ms Karen Hawkes	December 2014
Mr Daniel Davis	December 2014
Professor Friso De Boer	December 2014
Ms Kathleen Robinson	December 2014
Mr Richard Baker	March 2015
Dr Steven Rogers	April 2016
Mr Benjamin Smith	April 2016
Mr Scott Wright	December 2016

57. (c)

Nil.

57. (d)

Total cost incurred by MIAC to 31 March 2017 - \$149 for catering.

57. (e)

The Board met four times during the 2016-17 financial year.

58.

No inquiries/reviews conducted by panels.

59.
Nil.

60.

Alice Springs: 34 staff.

Whole of Government service delivery for:

- Recruitment Services
- Accounts Receivable and Debt Recovery.

Regional service delivery for:

- Workplace Injury Solutions
- Contracts and Procurement Services
- Information and Communications Technology Services
- Northern Territory Property Management.
- NT Fleet

The office has a Receiver of Territory Monies function and assists the Department of Treasury and Finance with the collection of Stamp Duty.

The office participates in regional coordination and is responsible for facilitation of corporate information sharing forums for Alice Springs and Tennant Creek.

Alice Springs office was responsible for the NTG wide roll out of the new bulk recruitment and candidate pool functionality within the eRecruit system. This allows the automation of bulk recruitment activities including the current Fire Services intake and candidate pools, such as Entry Level.

Katherine: 4 Staff.

Regional Service Delivery for:

- Information and Communications Technology Services
- Accounts Receivable

The office has a Receiver of Territory Monies function.

The office participates in regional coordination and is responsible for facilitation of corporate information sharing forums for Katherine and Nhulunbuy.

Katherine office is progressing multitasking across Shared Services delivered from the Alice Springs office. This allows back up during staffing absence and improves staff retention.
