

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Higgins to the Minister for Corporate and Information Services

AGENCY ADMINISTRATION

Note 1:

The following questions **do not require reference to the 2018-19 Budget** to be answered. They can be answered from existing Agency data.

Note 2:

If there is to be a Whole of Government response to any of the questions, it would be appreciated that these are referred early to the Minister responsible to enable a response within the same timeframe as the remainder of the questions.

Further, early indication of the questions referred for a Whole of Government response would be appreciated.

BUDGET

1. What efficiency dividend has each Department and Agency been asked to achieve in framing the 2018-19 Budget? When was this direction given and what specific instructions were provided to achieve this result?

STAFFING

2. Please provide details for the following staffing questions as at 30 June 2017 and as at 31 March 2018:
 - 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 as 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).
3. What is the variance in FTE from 1 July 2017 to 31 March 2018?
4. Please advise, in each category:
 - a) The total number of staff on contracts (by executive and temporary employment contracts) as at 30 June 2017 and for the period from 1 July 2017 to 31 March 2018
 - b) By position, the levels at which staff are employed on executive or temporary employment contracts as at 30 June 2017 and for the period from 1 July 2017 to 31 March 2018
 - c) By position, when each current contract is due to be renewed
5. For the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018 how many staff:
 - a) Resigned
 - b) Were demoted as a result of job evaluation or re-evaluation
 - c) Were made redundant
 - d) Were terminated
6. How many staff were unattached or categorized as redeployees for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?
7. How many staff were categorized as supernumerary for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?
8. 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 2017 and for the period from 1 July 2017 to 31 March 2018?
9. How many locums have been employed, for what purpose, what duration and at what cost for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?
10. How many positions had Special Measures applied when advertised for the full financial year ending 30 June 2017 and for the period from 1 July 2017 to 31 March 2018?

11. How many positions that had Special Measures applied, as referred to in question 10 above, had to be re-advertised due to the initial process not securing suitable candidates?
12. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 30 June 2017 and the increase in staff who identify as Aboriginal and Torres Strait Islander since 1 July 2017.
13. How many grievances have arisen as a direct result of the Special Measures program since 1 July 2017? Of these, how many remain unresolved?

OUTSOURCING

14. For the period beginning 1 July 2017 and ending 31 March 2018, 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 2018-19? If so, please provide details.

LEGAL EXPENSES

15. What has been the expenditure on legal advice or related expenses for the financial year 2017-18? 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

16. For the period beginning 1 July 2017 and ending 31 March 2018, 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
17. Please detail expenditure paid, or expected to be paid, to Hawker Britton and/or associated entities for the period beginning 1 July 2017 and ending 31 March 2018. Please outline the tasks performed.
18. 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?
19. How many contracts have been awarded to business entities with a principal place of business outside the Northern Territory for the period beginning 1 July 2017 and ending 31 March 2018? Please detail the work being undertaken by each business entity and the selection criteria for the successful business entity on the applicable contract or tender.
20. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public quotations were undertaken during the period beginning 1 July 2017 and ending 31 March 2018?
21. 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 beginning 1 July 2017 and ending 31 March 2018?
22. For each instance identified above in question 21, 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?
23. 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 2018.

FOCUS GROUPS / POLLING / SURVEYS

24. Please detail expenditure during the period beginning 1 July 2017 and ending 31 March 2018 on opinion polls and focus groups, including costs and entities that conducted the work.
25. 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 beginning 1 July 2017 and ending 31 March 2018.

COMMUNICATIONS AND MARKETING

26. Please detail expenditure on advertising and communications during the period beginning 1 July 2017 and ending 31 March 2018.
- 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

27. 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 beginning 1 July 2017 and ending 31 March 2018 broken down to:
- a) International travel
 - b) Interstate travel
 - c) Intrastate travel
28. In the case of international travel identified in response to question 27 above, please provide the purpose, itinerary, persons and costs involved in each trip.
29. 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 beginning 1 July 2017 and ending 31 March 2018.

HOSPITALITY / FUNCTIONS AND EVENTS

30. Please provide full details of all public service hospitality provided for the period beginning 1 July 2017 and ending 31 March 2018.

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

31. Please detail expenditure on grants and donations paid by your Agency (including the recipient of each grant) during the period beginning 1 July 2017 and ending 31 March 2018.

32. Please detail the funds used to distribute awards and sponsorships in the period beginning 1 July 2017 and ending 31 March 2018. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2018-19 financial year?

33. Please detail the amounts paid on grants to non-Government organisations for the period beginning 1 July 2017 and ending 31 March 2018, including to which organisation and the services to be provided?

MEDIA MONITORING SERVICES

34. Please provide expenditure details on media monitoring services for the period beginning 1 July 2017 and ending 31 March 2018 (including entities engaged and who uses the service).

INFRASTRUCTURE PROJECTS

35. What are the details, by project, of re-voted capital works in all Department and Government Authorities for the period beginning 1 July 2017 and ending 31 March 2018?

36. How many projects have been submitted or are in the process of being submitted to Infrastructure Australia to be considered for the Infrastructure Priority List?

37. Please provide details of newly committed projects for the period beginning 1 July 2017 and ending 31 March 2018.

38. 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

39. What is the total annual power bill of each Government building owned/leased/used by each Department for the period beginning 1 July 2017 and ending 31 March 2018?

40. What is the total annual leased space of each Government building used by each Agency/authority and at what cost for the period beginning 1 July 2017 and ending 31 March 2018?

41. How much Government owned or leased premises or office space is currently underused (at less than 100 per cent occupied) or vacant?

FEES AND CHARGES

42. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2017-18 financial year and whether any of these fees and charges was increased following the passage of the 2017-18 financial year budget.

INTERNAL AUDITS

43. How many internal audits and financial investigations were conducted in the period beginning 1 July 2017 and ending 31 March 2018?

44. What were the terms of reference or focus for each investigation?

45. Please provide details 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

46. Please detail all boards and advisory bodies in your Agency in 2017-18, 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 2017-18 financial year

- d) The itemised total cost incurred by the Board during the 2017-18 financial year
- e) The number of times the Board met during the period beginning beginning 1 July 2017 and ending 31 March 2018

REVIEWS AND INQUIRIES

47. Details of all reviews and inquiries completed or commenced during the 2017-18 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

48. Please provide the number, nature and cost of reportable safety issues for the period beginning 1 July 2017 and ending 31 March 2018.
49. Please detail the number of stress related matters and claims for the period beginning 1 July 2017 and ending 31 March 2018.

REGIONAL OFFICES

50. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved in the 2017-18 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 Treasurer.

2. (a)

As at 30 June 2017

FTEs	Total
Total	622.6
Permanent Part-Time	29.8
Contract	26.1

As at 31 March 2018

FTEs	Total
Total	619.1
Permanent Part-Time	27.6
Contract	29.6

2. (b) and (c)

A whole-of-government response to Question 2 (b) and (c) will be provided by the Minister for Public Employment.

3.

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

4. (a)

A whole-of-government response to Question 4 (a) will be provided by the Minister for Public Employment.

4. (b)

Number of FTE staff on executive or temporary contracts as at 30 June 2017

Classification	Total
Trainees	5.6
Graduate	2.5
AO2	13.5
AO3	15.1
AO4	8.9
AO5	8.6
AO6	4
AO7	8.8
SAO1	3
ECO1	13.2
ECO2	9.8
ECO3	1
ECO4	1
ECO5	1

Number of FTE staff on executive or temporary contracts as at 31 March 2018

Classification	Total
Trainees	4.7
Graduate	4
AO2	16.3
AO3	5.7
AO4	13.8
AO5	3.6

Classification	Total
AO6	3.8
AO7	9
SAO1	3.6
ECO1	15.8
ECO2	9.8
ECO3	2
ECO4	1
ECO5	1
SBA	0.5
T1	0.4

4. (c)

A whole-of-government response to Question 4 (c) will be provided by the Minister for Public Employment.

5.

For the financial year ending 30 June 2017

Separation Reason	Total
Resigned	37
Demoted as a result of job evaluation or re-evaluation	0
Redundant	0
Terminated	1

For the period 1 July 2017 to 31 March 2018

Separation Reason	Total
Resigned	34
Demoted as a result of job evaluation or re-evaluation	0
Redundant	0
Terminated	2

6.

	At 30 June 2017	At 31 March 2018
Unattached Employees	22	19
Redeployees	3	3

7.

As at 30 June 2017	As at 31 March 2018
39	41

Note: supernumerary staff that are also unattached have been counted as 'unattached employees' and included in answer to question 6 to avoid double counting.

8.

Financial year ending 30 June 2017 – eight people were engaged for temporary periods ranging between 4 and 16 weeks, including multiple periods in some instances, at a total cost \$251,729.

Note: data is higher than that recorded last year due to the inclusion of some ICT project arrangements previously classified as ICT contractors and now aligned.

Period from 01/07/17 to 31/03/2018 – eight people were engaged for temporary periods between 1 and 13 weeks, including multiple periods in some instances, at a total cost of \$277,235.

For both years the purpose of engagements primarily related to delivery of major ICT programs assigned to DCIS which require a mostly temporary and scalable workforce of mixed skills and arrangements. This covered ICT project management roles including governance, secretariat, accounts management and project business support. Other roles were for website management in Digital Communications (2016-17 only) and procurement support in Contract Services.

9.

Not applicable.

10.

A whole-of-government response to Question 10 will be provided by the Minister for Public Employment.

11.

A whole-of-government response to Question 11 will be provided by the Minister for Public Employment.

12.

A whole-of-government response to Question 12 will be provided by the Minister for Public Employment.

13.

A whole-of-government response to Question 13 will be provided by the Minister for Public Employment.

14.

For the period beginning 1 July 2017 and ending 31 March 2018, no functions were outsourced, contracted out or privatised.

15.

(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.

(c)

Vendor	Amount \$
Karen Christopher	1,050.00
Dr Elisabeth Peden	3,800.00
Hunt & Hunt Lawyers	3,639.05
HWL Ebsworth Lawyers	680.00
JKW Law Practice Pty Ltd	164,985.15
Maddocks	35,086.00
Ward Keller Pty Ltd	134.85

16.

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

Purpose	Cost \$	Entity/person engaged	Loc	Outcome	Procurement
Accounting advice with regard to recognition of Information Technology licenses, hardware, software, support and maintenance	7,000	KPMG	NT	Treatment of expenditure and capitalisation approach confirmed.	Quote
Professional services advice on pest control industry pricing structures	12,300	KPMG	NT	Analysis used to develop RFT and panel contract.	Panel
Probity advisor for Across Government Panel Contract for Bowser Fuel, Bulk Fuel, Fuel Card and Aviation Fuel	38,485	KPMG	NT	Report provided – nil probity issues identified.	Panel
Probity advisor for Panel Contract for Accredited and Non-Accredited Training	3,910	Merit Partners Pty Ltd	NT	Report provided – nil probity issues identified.	Quote
Financial capacity assessment of tenderer for integrated policing information business system	4,545	Vincent's Chartered Accountants	QLD	Detailed ICT supplier financial capacity assessment provided.	Quote
Review of ICT Services operational structure	11,440	CJ Consulting Hr Solutions Pty Ltd	NT	Report provided presenting options and alternative structure.	Quote
Review of Program Management Office and Project Services resourcing	7,755	CJ Consulting Hr Solutions Pty Ltd	NT	Report provided outlining an amalgamated structure.	Quote
Assessment of GrantsNT business case	9,000	Jackadder International	NT	Review submitted to IGB and business case approved.	Panel
Lateral entry assessment of Sharp Aviation for aviation services Across Government panel contract	3,400	Avlaw Pty Ltd	NSW	Lateral entry application assessed and admitted.	Quote
Onsite audit of professional helicopter services	3,612	Avlaw Pty Ltd	NSW	Compliance review completed.	Quote
Review of Fuel Across Government panel contract performance data analytics over 6 months	25,150	Fueltrac Pty Ltd	QLD	Analysis of fuel transactions delivered.	Quote
Review of assessment of Freedom of Information request	14,550	Information Consultants Pty Ltd	NSW	Advice provided to enable FOI action in accordance with <i>Information Act</i> .	Quote
Health Interoperability Platform: Specialist services - Review NT Health Enterprise HL7 Specification	13,020	MKM Health Pty Limited	NSW	Specifications review report provided.	Quote

Purpose	Cost \$	Entity/person engaged	Loc	Outcome	Procurement
Cost assessment and benefits analysis of Integrated Clinical Management System	47,973	Solute Consulting	QLD	Procurement completed.	Panel
SerPro - Consulting Services for detailed IT project cost modelling assessment	17,063	Solute Consulting	QLD	Advice used as part of procurement process.	Panel
Review of DCIS pricing model and development of new tool to simplify costing model by finance business consultant	44,024	Cloudstreet Consulting Pty Ltd	NT	Pricing model analysed and new pricing model tool developed.	Panel
Assessment of business case for a replacement secondary data centre	14,400	Jackadder International	NT	Review submitted to IGB and business case approved.	Panel
Advisory service for NT Police RFT review for replacement Core Policing Information System	128,000	Bdna Pty Ltd	QLD	Request for Tender released.	Panel
Develop business case for an e-Medication management solution for NT Health	60,000	Solute Consulting	QLD	Business case delivered.	Panel

17.

Nil expenditure or expected expenditure.

18.

A whole-of-government response to Question 18 will be provided by the Minister for Trade, Business and Innovation.

19.

A whole-of-government response to Question 19 will be provided by the Minister for Trade, Business and Innovation.

20.

16

21.

10

22.

a)	b) (\$'000)	c)	e)
Associate Professor position in Cyber Security Research Program	770	Funding to CDU for an Associate Professor in Cyber Security at CDU for 5 year period. Arranged through NTG partnership agreement with CDU.	Chief Executive
EIMS Maintenance and Support Services	795	Maintenance and Support services for the NTG's perpetual software licence for 3 years – Sole Provider.	Chief Executive

a)	b) (\$'000)	c)	e)
SAS Mainframe Licence and Support	503	Required to support the IBM mainframe applications IJIS, MOVERS, ASNEX for 3 years – Sole Provider.	Chief Executive
ICT Advisory and Research Services	1,900	Only one organisation in Australia provides these specialist services – 2 years.	Chief Executive
Legacy Data Conversion	362	Specialised technical services for the Core Clinical Systems Renewal Program – only two providers with comprehensive knowledge and experience with the software applications CareSys, CWS, CCIS and PCIS able to provide services.	Deputy Chief Executive
Postal Article Services	3,200	To provide continued postal services to all NTG agencies in all NT locations for 2 years – sole provider.	Chief Executive
HP Services and Support	398	Data Centre Service Midrange virtual server farm support for 3 years – sole provider.	Chief Executive
Office Lease	33,100	Renewal of major office lease of 5700 m ² for NT House for 10 years providing accommodation for multiple NTG agencies. Sourced in accordance with Procurement Rule 6.3.4.	Chief Executive
Lease	158	Department of Education Flexible Learning Centre for engagement with disadvantaged, traumatised and adversely affected youth in the community for 274 m ² for 3 years. Sourced in accordance with Procurement Rule 6.3.4.	Chief Executive
Office Lease	2,233	Relocation of Territory Families Nhulunbuy office accommodation to meet business requirements totalling 410 m ² for 10 years. Sourced in accordance with Procurement Rule 6.3.4.	Chief Executive

23.

Position Title	Levels	No of positions
Administration Officer	AO4	1
Billing Officer	AO6	1
Customer Service Officer	AO3	1
Team Administrator/Admin Assistant	AO4	8
Exec Services Admin Officer	AO5	1
Office Manager	AO4	2
Print Management Service Officer	AO5	1
Project Assurance Officer	AO6	1
Project Training Officer	AO5	1
Project Support Officer	AO4	1
Support Services Officer	AO2	1
Support Services Officer	AO3	2
Assistant Accountant	AO5	1
Contracts & Procurement Coordinator	AO6	1

24.

Nil.

25.

Nil.

26.

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

Newspaper advertisements were placed via the NTG media agency provider (Dentsu Mitchell) under an across government contract.

Purpose/Description	Media outlet	Total Cost \$
White pages listing - DCIS 2017-18	Sensis Pty Ltd	397.00
Bereavement Notices (five)	NT News	1,168.00
AoG Recruitment - Careers online	NT News	17,794.08
AoG Recruitment - Careers online	Centralian Advocate	12,729.60
AoG Recruitment	Seek	663.00
DCIS Recruitment	The Australian	2,559.06
Digital Territory Strategy advertising public forums and HaveYourSay	Sprout Creative (NT) Pty Ltd Territory Q advertorial and social media advertisements	1,827.10
Digital Territory Strategy advertising public forums and HaveYourSay	8HA radio	420.00
Digital Territory Strategy advertising public forums and HaveYourSay	SunFM	420.00
Digital Territory Strategy advertising public forums and HaveYourSay	Territory FM	1,125.00
Digital Territory Strategy advertising public forums and HaveYourSay	Hot 100 and 104.9 Mix radio	2,025.00
Digital Territory Strategy advertising public forums and HaveYourSay	Social media	250.00
Cyber Security Awareness Month – promotion of Cyber Security for Your Business events	Northern Territory News	2,015.25
Cyber Security Awareness Month – promotion of Cyber Security for Your Business event in Alice Springs	Centralian Advocate	1,355.32
Cyber Security Awareness Month – promotion of Cyber Security for Your Business event in Katherine	Katherine Times	780.00
Cyber Security Awareness Month – promotion of Cyber Security for Your Business event in Tennant Creek	Tennant Creek Times	1,069.02
Cyber Security Awareness Month newspaper advertisement placement – administration fees	Dentsu Mitchell	411.21
Cyber Security Awareness Month – promotion of Cyber Security for Your Business events	104.1 Top FM Charles Darwin University	1,293.60
Cyber Security Awareness Month – promotion of Cyber Security for Your Business events	104.9 Mix radio (Northern Territory Broadcasters Pty Ltd)	2,323.42
Cyber Security Awareness Month – promotion of Cyber Security for Your Business event in Nhulunbuy	8 EAR Community Radio	120.00
Cyber Security Awareness Month events Territory Q print and social media advertisements	Sprout Creative (NT) Pty Ltd	1,827.10
Cyber Security Awareness Month printed banners (x3)	The Exhibitionist 2D-3D Designs Pty Ltd	2,483.25

Purpose/Description	Media outlet	Total Cost \$
Cyber Security Awareness Month design (including production of newspaper advertisements and October Business Month advertisement)	Floodlight Creative	880.00

27.

a) International – nil.

b) Interstate

Period	Purpose of Travel	TOTAL \$
July 2017	Senior Policy Officer travel to Darwin to act in Senior Director's position while on leave.	756
August 2017	NTG representative at Hewlett Packard Enterprise Information Management and Governance Forum in Canberra.	570
August 2017	Three officers travel to Tasmania to inform SerPro project as Tasmania Police was undergoing a tender process to replace their police system.	5,203
August 2017	NTG representative at national Cyber Security Senior Officers meeting in Canberra.	1,538
August 2017	Shortlisted applicant's travel to Darwin for recruitment to Executive Director, Office of Digital Government role.	1,323
August 2017	Officer travel to Darwin to coordinate activities and training for key project in the Transforming Records System Program.	4,498
August 2017	Invited speaker at Victorian Healthcare Week in Melbourne.	948
August 2017	CCSRP representative at the Victorian Healthcare Week in Melbourne and stakeholder engagement with Alice Springs Hospital staff.	2,246
August 2017	Relocation to Darwin for new CCSR Director Engagement and Change.	765
September 2017	Specialist travel to Darwin for onsite configuration work as part of commissioning the Government Data Centre.	1,252
September 2017	NTG representative at the Open Windows Software Annual User Conference in Melbourne.	1,468
September 2017	NTG representative at interjurisdictional Industry Partnership taxation meeting in Hobart and assessment of worksite in Melbourne.	1,753
September 2017	Newly appointed Executive Director Digital Government travel to Darwin prior to commencement to participate in digital Forums.	2,016
October 2017	Newly appointed Executive Director Digital Government travel to Darwin to host multiple cyber security events and commence work.	1,269
October 2017	Officer travel to Darwin to provide specialist Enterprise Service Bus integration services for critical NTG business applications.	1,646
October 2017	Vendor representative travel to Darwin to hold workshops for data migration and Contrax rollout requirements.	1,568
October 2017	NTG representative at Fleet Managers Business and Improvement Group National Public Sector Fleet Managers Conference in Hobart.	2,422
October 2017	Specialist programmer travel to Darwin to develop changes to APRO system required to implement Procurement reforms.	2,245
October 2017	DCIS representatives at Gartner Symposium 2017 Gold Coast along with one representing NTG at national cyber security senior officers meeting in Canberra.	6,814

Period	Purpose of Travel	TOTAL \$
November 2017	Mainframe systems developers (x3) travel to Darwin for HR Systems Programmer workshops, staff meetings and training.	5,746
November 2017	Aviation expert travel to Darwin to conduct an aviation audit of air charter contractors.	3,511
November 2017	HR systems contractors (x4) travel to Darwin for HR Systems workshops.	9,106
November 2017	Coordinator Aboriginal Employment Programs selected by OCPE to attend ANZSOG forum in Brisbane.	1,354
November 2017	NTG representatives (2) for interjurisdictional Digital Identity meeting in Melbourne with one representative also meeting with SA Office of Data Analytics in Adelaide.	1,877
November 2017	Vendor representative travel to Darwin (x3) to review NTG Contrax system configuration, undertake training needs analysis and prepare NTG test environment training data.	3,791
December 2017	NTG representative at Government Property Group executive Annual General Meeting in Hobart.	1,254
December 2017	Vendor representative travel to Darwin to continue work program and develop Contrax training schedule in consultation with key agencies.	896
January 2018	Short listed applicant travel to Darwin for recruitment assessment for key CCSRP role.	1,275
January 2018	Vendor representative travel to Darwin to develop the Contrax User Toolkit and training materials.	1,067
February 2018	HR Systems programmer travel to Darwin to re-write the long service leave module in PIPS.	3,504
February 2018	Vendor representative travel to Darwin to complete Contrax user guides and deliver training.	1,488
February 2018	Principal Taxation Analyst presenting at NTG Tax Forum in Darwin and providing tax advice to agencies.	1,794
February 2018	NTG representative at AustCyber Node managers meeting in Canberra.	1,198
February 2018	NTG representative at Australian Competition and Consumer Commission's regional mobile issues forum in Canberra.	1,260
March 2018	Conduct reference site validations for preferred tenderer for new Policing information system in Brisbane and Adelaide by (x3) staff.	3,170
March 2018	Reimburse PFES for (x9) staff travel cost to conduct tender reference site checks for new policing information system.	7,650
March 2018	NTG representatives (x2) at the Government Data Summit in Canberra.	2,140
March 2018	NTG ICT infrastructure specialist staff (x2) attendance at the Cisco Live conference in Melbourne.	3,371
March 2018	NTG representative at the Cyber Security Senior Officers meeting in Melbourne.	1,347
March 2018	NTG representatives (x2) at interjurisdictional Industry Partnership Taxation meeting in Adelaide.	1,543
March 2018	NTG representative at Fleet Managers Business and Improvement Group conference in Adelaide.	1,680
Total		100,322

c) Intrastate

Travel To	Purpose of Travel	TOTAL \$
July 2017	Employment Program officers travel to Alice Springs and Tennant Creek to promote Employment Programs.	2,395
July 2017	DCIS representative at Minister's Telecommunications and IT in Central Australia Symposium.	1,042
July 2017	NT Fleet staff travel to Tennant Creek with supplier representative to train PowerWater staff in new equipment and meet with repairer and clients.	430
July 2017	Two officers travel to Darwin for training and procurement reform meetings to comply with changed NTG Procurement Framework.	1,405
July 2017	Program Director travel to Alice Springs to deliver Clinical Leadership Group Induction and Regional Roadshow.	999
July 2017	Deputy CE travel to Alice Springs to provide CCSRP industry briefing.	668
July 2017	Regions Director travel to Darwin for Business Continuity Plans testing and multiple engagement meetings across DCIS and agencies.	856
August 2017	Staff travel needed to implement wireless solutions at STARS remote health centres.	2,296
August 2017	Aboriginal Employment Program Coordinator travel to Alice Springs to conduct induction of combined program.	2,199
August 2017	Participant travel to Darwin for 4 day Public Sector Management Program workshop.	2,176
August 2017	Two officers travel to Alice Springs to provide ASNEX mobility support and client overviews to regional stakeholders.	2,177
August 2017	CCSRP Business Analyst travel to multiple remote health centres to conduct activities for the Business Process Mapping (BPM) Project.	3,173
August 2017	CCSRP Senior Clinical Informatician travel to Katherine to collect site profile documentation for the Implementation Planning Study and address regional roadshow.	462
August 2017	Two staff travel to Tennant Creek to participate in the 2017 Careers Expo.	418
September 2017	Employment Programs staff travel to deliver induction sessions for Alice Springs and Tennant Creek Aboriginal Employment Programs	1,227
September 2017	Two staff travel to Gove to participate in 2017 Careers Expo.	233
September 2017	Alice Springs based property consultant travel to Tennant Creek to liaise with agency tenants in leased property.	301
September 2017	Alice Springs based CCSRP Change and Engagement Officer travel to Darwin to attend core team training.	1,200
September 2017	Two NT Fleet officers travel to Tennant Creek for discussions with agency clients, repairers and inspection of trailer and elevating work platform.	519
September 2017	Travel to Alice Springs to meet with Payroll Services clients, deliver on site support and training in the use of MyPaysheet.	1,255
September 2017	Two officers travel to Alice Springs to facilitate functional requirements workshop for SerPro project.	1,405
September 2017	Travel to Alice Springs (x2) for public Digital Forum.	1,492
October 2017	CCSRP Business Analysts (x4) travel to Alice Springs and various remote sites for Business Process Mapping Project.	14,941
October 2017	NTG Presenter at the NTG Cyber Security Awareness Month October 2017 - Alice Springs.	870

Travel To	Purpose of Travel	TOTAL \$
October 2017	NTG Presenter at the NTG Cyber Security Awareness Month October 2017 - Tennant Creek.	1,222
October 2017	NTG Presenter at the NTG Cyber Security Awareness Month October 2017 – Katherine.	274
October 2017	NTG Presenter at the NTG Cyber Security Awareness Month October 2017 – Gove.	837
October 2017	CCSRP Business Analyst travel to Alice Springs Hospital BPM Project.	2,084
October 2017	CCSRP Director Engagement and Change and Senior Clinical Informatician meet the key stakeholders in Katherine.	233
October 2017	Newly appointed CCSRП Director of Engagement and Change Management travel to Alice Springs to engage with Central Australia Health Services senior leadership team.	847
October 2017	CE travel to Alice Springs for NTG Coordination Committee.	585
November 2017	CCSRP Project Manager travel to various remote hospitals to conduct activities for Business Process Mapping Project.	3,187
November 2017	Two CCSRП Business Analysts travel to Katherine for Business Process Mapping (BPM) Project.	4,120
November 2017	CCSRP Business Analyst travel to Tennant Creek for Business Process Mapping Project.	535
November 2017	Deputy CE representing NTG at Desert Knowledge Australia Cloud Forum in Alice Springs.	680
November 2017	Across Government Contract staff (x2) travel to Alice Springs for tender assessment site visits.	673
November 2017	CCSRP TISS Project Manager travel to Alice Springs for Central Australia Health Services briefing.	646
November 2017	Aviation Consultant and NTG staff travel to Katherine to conduct an aviation audit of air charter contractors.	2,956
November 2017	Alice Springs ICT Services staff travel to Darwin for Public Sector Management Program workshop and to meet with other ICT Services staff.	1,066
November 2017	Alice Springs based Recruitment Manager travel to Darwin for training and recruitment consultation with multiple agencies.	1,029
November 2017	Manager HR Operations travel to Alice Springs as part of regional visit.	803
December 2017	Accounts Receivable Team Leader travel to Darwin for Debt Management Workshops with DOH and TEHS.	1,016
December 2017	Reimbursement of (x9) PFES employees travel to Darwin to participate in SerPro functional requirements workshop.	9,835
December 2017	Reimbursement of Department of Health employees travel for CCSRП project onsite meeting.	4,962
December 2017	Katherine ICT Service staff travel to Darwin for the ICT meeting.	121
December 2017	Regional staff travel to Darwin for debt management workshop and meetings.	1,848
December 2017	Alice Springs property consultant travel to Darwin for leasing workshop and procurement processes and training in ProgenNET Portal.	1,435
January 2018	NTPM travel to Groote Eylandt to explore options for tenant to relocate and potential leasing options.	781
January 2018	Alice Springs property consultant travel to Tennant Creek to meet with cleaning contractor NT manager onsite for contract management inspections.	280

Travel To	Purpose of Travel	TOTAL \$
February 2018	Aboriginal Employment Program Coordinator travel to Katherine to conduct the induction for combined Aboriginal Employment Program	959
February 2018	NT Fleet Director travel to Alice Springs to meet with staff regarding office relocation and operational activities.	571
February 2018	Reimbursement of PFES employees travel to Darwin to participate in program SerPro functional requirements workshop.	4,009
February 2018	Alice Springs property consultant travel to Darwin to attend NTPM planning workshop.	1,307
February 2018	NT Fleet staff travel to Tennant Creek for inspection of trailers and visit contractors.	264
February 2018	Aboriginal Employment Program Coordinator travel to Katherine to deliver supervisor/team building sessions.	291
February 2018	Travel to visit Ngiuu Clinic (Bathurst Island) to further educate CCSRP system vendor on challenges of rural and remote health service delivery (x3 staff).	2,173
March 2018	Across Government Contract officer and Director NT Fleet travel to Alice Springs to meet with recently awarded new fuel supply contractor.	1,142
March 2018	CCSRP Program Director and Director Engagement Change Management travel to Alice Springs to host Clinical Leadership Group meeting	1,551
March 2018	Shared Services travel to Darwin to participate in the senior officers' forum and meetings.	1,775
March 2018	Shared Services Director travel to Darwin to participate in the senior officers' forum and Across Government Contract panel meeting.	129
Total		100,365

28.

Nil.

29.

Nil.

30.

Purpose	Guests	Minister	Ministerial Staff	MLAs	NTPS	Total Cost (\$)
Cyber Security Awareness Month Forum	4				2	349
2017 Chief Minister's Awards for Excellence in the Public Sector	2				8	1,000
NTPS Aboriginal Employment Program –Entry Level Program Graduation function	30				20	3,306
2017 NT Training Awards Gala Presentation Dinner					5	622
Cyber Security for Your Business forums held across Territory	209	1	1		27	4,302
Digital Territory Strategy public forum – Alice Springs	35	1	1		5	1,295
Digital Territory Strategy public forum – Darwin	62	1	1		10	600
Digital Government Forum	58	1	2		55	1,123

31.

- \$3,750,200 grant to Telstra Corporation Ltd for installation of telecommunications in remote NT communities as part of the Telstra/NTG Co-investment Program.
- \$65,000 grant to radio station 8CCC Community Radio Incorporated.
- \$29,584 grant to Centre for Appropriate Technology Limited for maintenance of mobile hotspots in the top-end.

32.

- \$545 for 2018 GTNT Awards Night, category 'Vocational Student of the Year'.
- \$8,000 for 2018 Skills Employment and Careers Expo (Champion Sponsorship Package).

Nil managed by regional offices.

No change anticipated in 2018-19, which will include sponsorships for Charles Darwin University students and Code Fair Business Innovation Challenge.

33.

Non-Government organisations:

- \$65,000 grant to radio station 8CCC Community Radio Incorporated.
- \$29,584 grant to the Centre for Appropriate Technology Limited for maintenance of mobile hot-spots in the top-end.

34.

Nil.

35.

A whole-of-government response to Question 35 will be provided by the Minister for Infrastructure, Planning and Logistics.

36.

A whole-of-government response to Question 36 will be provided by the Minister for Trade, Business and Innovation.

37.

A whole-of-government response to Question 37 will be provided by the Minister for Infrastructure, Planning and Logistics.

38.

A whole-of-government response to Question 38 will be provided by the Minister for Infrastructure, Planning and Logistics.

39.

Building	FY to 31/03/18 \$
66 Smith Street	5,587
Alice Plaza	18,405
Charles Darwin Centre	25,508
Darwin Central	3,751
Darwin Plaza	25,726
The Domain	43,101
Herbarium	11,067
Jacana House	24,760
NAB	3,774
Harbour View Plaza*	47,903

Armidale Street	42,613
Chan Building	495,376
Government Data Centre - Millner	85,153

**Note: Accommodation for Royal Commission into the Protection and Detention of Children in the Northern Territory.*

40.

Property Leasing: 1 July 2017 - 31 March 2018

Agency	Area (m ²)	Rental costs (\$000)
Aboriginal Areas Protection Authority	1,500	430
Northern Territory Auditor-General's Office	300	130
Department of the Attorney-General and Justice	20,000	7,300
Department of the Chief Minister	6,000	2,150
Department of Corporate and Information Services	12,000	4,400
Department of Education	12,000	4,100
Department of Health	46,000	8,400
Department of Housing and Community Development	11,000	3,900
Department of Infrastructure, Planning and Logistics	14,000	4,700
Department of Primary Industry and Resources	4,300	1,300
Department of Trade, Business and Innovation	7,000	2,500
Department of Treasury and Finance	3,000	1,400
Department of the Environment and Natural Resources	5,000	1,500
Department of Tourism and Culture	19,000	4,150
Department of the Legislative Assembly	3,600	1,300
Jacana Energy	1,300	400
Land Development Corporation	550	200
NT Electoral Commission	960	300
NT Police, Fire and Emergency Services	20,000	5,100
Office of the Commissioner for Public Employment	700	300
Office of the Ombudsman	500	200
Power and Water Corporation	100	31
Territory Families	19,000	4,900

41.

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 July 2017 and 31 March 2018 was 660 m², approximately 0.3% of the leased property portfolio.

Data on under-utilised space within agency tenancies is not collected.

42.

Nil.

43.

Five internal audits/reviews were conducted for 2017-18 to 31 March 2017.

There were no financial investigations conducted in 2017-18.

44.

There were no investigations conducted in 2017-18.

45.

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:

- Procurement Assessment found two instances where the Procurement Rules were not adhered to from 57 transactions sampled.
Action Taken: Procurement training/awareness sessions were provided for staff with a focus on those who undertake procurements.
- Corporate Credit Card Review found 6 instances of non-compliances with Procurement Rules and Cab Charge Procedures, out of 122 transactions sampled.
Action Taken: Improvement to systems to make a field mandatory; further awareness and education to DCIS staff on processes and procedures; and improvements to cab charge request forms made.
- Business Continuity Plan/Disaster Recovery Plan Desktop Scenario Testing confirmed that the foundational elements of an effective Business Continuity Management (BCM) program have been developed and are in place. There were six opportunities to further enhance, streamline and develop practices to strengthen the BCM program.
Action Taken: DCIS has reviewed the six opportunities identified to enhance BCM programs and is undertaking actions to improve practices with respect to roles; incident assessment and communications; planning; impact analysis; and staff preparedness which will be completed in 2018.

46. (a)

Ministerial ICT Advisory Council

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.

46. (b)

Ministerial ICT Advisory Council

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

46. (c)

Nil.

46. (d)

Nil.

46. (e)

Ministerial ICT Advisory Council met three times between 1/07/17 and 31/03/18.

47.

No inquiries/reviews conducted by panels.

48.

Nil.

49.

Nil.

50.

Alice Springs: 34 staff.

Whole of Government service delivery for:

- Recruitment Services
- Accounts Receivable and
- Debt Recovery.

Regional service delivery for:

- 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.

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